

NEW TIME. NEW WORLD. NEW SHELTON.

**1997**

**FALL SCHEDULE**

REGISTRATION HOT LINE -(205) 391-2293



# HOW TO REGISTER - FALL 1997

There will be several opportunities to register for classes for the Fall Semester.

## 1. TELEPHONE REGISTRATION

**CALL - (205)759-2349**

**Note:** There will only be 5 telephone lines available, so it may be difficult to register by telephone on the first day. Advising will not be available during your telephone call. The operator will require your social security number and the following information concerning the class or classes you wish to take: department symbol, course number, section number (ENG 101 - 01, for example).

Dates and times for telephone registration

July 28 12 p.m. - 6 p.m.  
July 29 2 p.m. - 6 p.m.  
July 30 2 p.m. - 6 p.m.  
July 31 12 p.m. - 6 p.m.

Telephone registration is for current, former, transient and transfer students. To register by telephone, **transient and transfer students must have an application for admission on file by July 22, 1997.** A transient student is one who attends another college or university and is simply taking courses at Shelton State. A transfer student is one who has attended another college or university in the past but is now transferring credits to Shelton State Community College.

**TRANSIENT STUDENTS ARE NOT ELIGIBLE FOR FINANCIAL AID!!!**

**AFTER YOU REGISTER, YOU MAY PAY ON ANY BUSINESS DAY  
BETWEEN 8 A.M. AND 4 P.M.  
TUITION MUST BE PAID BY 4 P.M. ON AUGUST 1, 1997.**

Students receiving financial aid or scholarships must report to the Financial Aid Office by 4 p.m. on August 1, 1997.

Tuition may be paid by cash, check, VISA or MasterCard. THERE ARE NO DEFERMENTS. SCHEDULES OF STUDENTS NOT PAYING THEIR TUITION ON AUGUST 1 WILL BE REMOVED FROM THE COMPUTER.

**FIRST DAY OF CLASS IS AUGUST 20!!**

## Steps for Telephone Registration

1. Transfer and transient students who have never attended Shelton State Community College must submit an application for admission by July 22, 1997.

Applications are available in the Admissions Office on the Skyland Campus, the Fredd Campus, and the new campus.

2. Current and returning students need not submit an application for admission if they have attended classes at Shelton any semester since 1989. Otherwise, they should update an application by July 22, 1997.

3. The student should determine course(s) he/she needs to take by consulting the curriculum in the catalog and the time preferred to take the course(s) by consulting the Fall 1997 Shelton State Course Schedule Guide.

4. Once the course(s) the student wishes to take and the time he/she wishes to take them have been determined, he/she should call (205)759-2349 during the dates and times listed above and give the operator his/her Social Security Number and the course(s) he/she wishes to take. If a course happens to be closed or canceled, the operator will provide alternate course selections if possible.

5. If the student wishes to make a schedule change after he/she has registered by phone, he/she may do so within the times listed for telephone registration. After July 31, 1997, a student must report to Drop/Add, August 20 - 22, 1997.

6. Once the student has registered by telephone, he/she may pay tuition on any business day between 8 a.m. and 4 p.m. on or before July 31, 1997, in the Business Office on the Skyland Campus next to the Bookstore. On August 1, 1997, the cashier's office in the 200's hallway of the Skyland Campus will be open. If the student wishes to pay by Visa or MasterCard, he/she may call (205)391-2335 between 8 a.m. and 4 p.m., July 28 - July 31, and (205)759-2349 between 8 a.m. and 4 p.m. on August 1. If the student is receiving financial aid or a scholarship, he/she must report to the Financial Aid Office to clear his/her account.

7. Classes begin August 20, 1997. Students may pick up a parking decal in the Security Office on the new campus during the first week of class.

## 2. REGISTRATION - Skyland Campus

### Fall Semester Registration

Monday, August 18 11 a.m. - 6 p.m.  
Tuesday, August 19 9 a.m. - 1 p.m.

Time cards will be issued each day of registration beginning at 7:30 a.m. in the 100's entrance of the Skyland Campus.

**CLASSES BEGIN AUGUST 20.**

**IT IS VITAL THAT YOU ATTEND THE FIRST DAY OF CLASS TO DETERMINE  
IF YOU ARE IN THE CORRECT CLASS AND TO MAKE SURE THE CLASS IS NOT CANCELED.**

Payment must be made at the time of registration.

All students who are planning to attend Shelton State Community College during the Fall Semester must have an application on file by August 13, 1997. After this date, students should plan to bring their applications with them when they register.

Tuition may be paid by cash, check, VISA or MasterCard. THERE ARE NO DEFERMENTS. SCHEDULES OF STUDENTS NOT PAYING THEIR TUITION DURING REGISTRATION WILL BE REMOVED FROM THE COMPUTER.

Registration will be held on Shelton's Skyland Campus, 202 Skyland Blvd. Registration will begin at the South or 100's entrance to the building.

## 3. DROP/ADD AND LATE REGISTRATION

### AUDITORIUM - SKYLAND CAMPUS

Wednesday, August 20	1 p.m. - 6 p.m.
Thursday, August 21	1 p.m. - 6 p.m.
Friday, August 22	9 a.m. - 1 p.m.

**PLEASE REPORT TO DROP/ADD AT THE ABOVE TIMES IF YOUR CLASS IS CANCELED.**

After August 22 you may drop classes but you may not add; this includes changing the time of the same class, changing from audit to credit or credit to audit. There will be no registration for full-term classes after August 22.

There will be a \$10.00 late fee charged during late registration.

## 4. FIRST SPLIT-TERM REGISTRATION

### Registration

August 18	11 a.m. - 6 p.m.
August 19	9 a.m. - 1 p.m.

### CLASSES BEGIN AUGUST 20

### Drop/Add and Late Registration

August 20	1 p.m. - 6 p.m.
August 21	1 p.m. - 6 p.m.
August 22	9 a.m. - 1 p.m.

**TUITION MUST BE PAID AT THE TIME OF REGISTRATION.**

## 5. SECOND SPLIT-TERM REGISTRATION

### Registration

October 20	9 a.m. - 3 p.m.
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### CLASSES BEGIN OCTOBER 21

### Drop/Add and Late Registration

October 21	10 a.m. - 1 p.m.
October 23	10 a.m. - 1 p.m.

**TUITION MUST BE PAID AT THE TIME OF REGISTRATION.**

## 6. INSTRUCTIONS FOR BEGINNING FRESHMEN

All beginning freshmen must take the ASSET Placement Test before they may register. Students with a 20 on the English portion of the ACT are exempt from the English and reading portions of the ASSET. Students with a 20 on the math portion of the ACT are eligible to enroll in Math 109, Intermediate College Algebra.

## FRESHMAN REGISTRATION

**AUGUST 6 11 A.M. - 3:30 P.M.**

**TIME CARDS ARE REQUIRED TO ENTER REGISTRATION.**

TIME CARDS WILL BE ISSUED TO STUDENTS DURING FRESHMAN PRE-ADVISING. FRESHMAN PRE-ADVISING TIMES WILL BE GIVEN TO STUDENTS DURING THE ASSET PLACEMENT TEST OR UPON RECEIPT OF ACT SCORES BY THE ASSET COORDINATOR.

All freshmen taking the ASSET Placement Test or providing the ASSET Test Coordinator with ACT scores on or before the August 5 ASSET test date may register August 6 between the hours of 11 a.m. and 3:30 p.m.

**FRESHMEN TAKING THE ASSET TEST AFTER AUGUST 5 MAY REGISTER DURING REGISTRATION ON AUGUST 18 AND 19.**

It is the student's responsibility to have ACT scores on file with the ASSET Coordinator and to receive a clearance slip prior to registration in order to be admitted to classes. The office of the ASSET Coordinator is located in the Counseling Center on the Skyland Campus.

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## FALL 1997 SEMESTER REFUND SCHEDULE AND POLICY

### DROPPING CLASSES

Students who drop a course (or courses) and have other courses remaining within the same term on their schedule may receive 100% refund if the course is dropped during the drop/add period. AFTER THE DROP/ADD PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME TERM ON THEIR SCHEDULE. REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY!!

THE DROP/ADD PERIOD FOR FULL TERM IS AUG. 20 – AUG. 22, 1997.

THE DROP/ADD PERIOD FOR FIRST SPLIT-TERM IS AUG. 20 – AUG. 22, 1997.

THE DROP/ADD PERIOD FOR SECOND SPLIT-TERM IS OCT. 21 – OCT. 23, 1997.

### WITHDRAWAL FROM SCHOOL

In order to receive 100% refund for complete withdrawal from school, students must withdraw BEFORE THE FIRST SCHEDULED CLASS DAY LISTED ON THE COLLEGE CALENDAR FOR THAT TERM!! The refund schedule for complete withdrawal is as follows:

### ASSET PLACEMENT TEST DATES

PLACE: SKYLAND CAMPUS  
SIGNS WILL BE POSTED AS TO THE SPECIFIC LOCATION

TUESDAY	JULY 15	5:30 P.M.
THURSDAY	JULY 17	9:00 A.M.
TUESDAY	JULY 22	5:30 P.M.
THURSDAY	JULY 24	5:30 P.M.
THURSDAY	JULY 31	5:30 P.M.
TUESDAY	AUGUST 5	9:00 A.M.
THURSDAY	AUGUST 7	5:30 P.M.
THURSDAY	AUGUST 19	9:00 A.M.
THURSDAY	AUGUST 21	1:00 P.M.
FRIDAY	AUGUST 22	9:00 A.M.
THURSDAY	AUGUST 28	5:30 P.M.

**PLEASE TRY TO ARRIVE ON THE SKYLAND CAMPUS AT LEAST 10 MINUTES EARLY. THE TEST TAKES APPROXIMATELY 2 1/2 HOURS.**

### SHELTON STATE COMMUNITY COLLEGE RESIDENT TUITION RATES FOR FALL, SPRING, AND SUMMER SEMESTERS 1997-1998

CREDIT HOURS	TUITION	MAINTENANCE FEE	INSTRUCTIONAL FEE	TOTAL
1	\$36.00	\$1.50	\$6.00	\$43.50
2	\$72.00	\$3.00	\$12.00	\$87.00
3	\$108.00	\$4.50	\$18.00	\$130.50
4	\$144.00	\$6.00	\$24.00	\$174.00
5	\$180.00	\$7.50	\$30.00	\$217.50
6	\$216.00	\$9.00	\$36.00	\$261.00
7	\$252.00	\$10.50	\$42.00	\$304.50
8	\$288.00	\$12.00	\$48.00	\$348.00
9	\$324.00	\$13.50	\$54.00	\$381.50
10	\$360.00	\$15.00	\$60.00	\$435.00
11	\$396.00	\$16.50	\$66.00	\$478.50
12	\$432.00	\$18.00	\$72.00	\$522.00
13	\$468.00	\$19.50	\$78.00	\$565.50
14	\$504.00	\$21.00	\$84.00	\$609.00
15	\$540.00	\$22.50	\$90.00	\$652.50
16	\$576.00	\$22.50	\$96.00	\$694.50
17	\$612.00	\$22.50	\$102.00	\$736.50
18	\$648.00	\$22.50	\$108.00	\$778.50

### SHELTON STATE COMMUNITY COLLEGE NON-RESIDENT TUITION RATES FOR FALL, SPRING, AND SUMMER SEMESTERS 1997-1998

CREDIT HOURS	TUITION	MAINTENANCE FEE	INSTRUCTIONAL FEE	TOTAL
1	\$72.00	\$1.50	\$6.00	\$79.50
2	\$144.00	\$3.00	\$12.00	\$159.00
3	\$216.00	\$4.50	\$18.00	\$238.50
4	\$288.00	\$6.00	\$24.00	\$318.00
5	\$360.00	\$7.50	\$30.00	\$397.50
6	\$432.00	\$9.00	\$36.00	\$477.00
7	\$504.00	\$10.50	\$42.00	\$556.50
8	\$576.00	\$12.00	\$48.00	\$636.00
9	\$648.00	\$13.50	\$54.00	\$715.50
10	\$720.00	\$15.00	\$60.00	\$795.00
11	\$792.00	\$16.50	\$66.00	\$874.50
12	\$864.00	\$18.00	\$72.00	\$954.00
13	\$936.00	\$19.50	\$78.00	\$1,033.50
14	\$1,008.00	\$21.00	\$84.00	\$1,113.00
15	\$1,080.00	\$22.50	\$90.00	\$1,192.50
16	\$1,152.00	\$22.50	\$96.00	\$1,270.50
17	\$1,224.00	\$22.50	\$102.00	\$1,348.50
18	\$1,296.00	\$22.50	\$108.00	\$1,426.50

### FULL TERM (Starts Aug. 20, 1997 - Ends Dec. 10, 1997)

On or Before Aug. 19, 1997	100%
Aug. 20 – Aug. 26, 1997	75%
Aug. 27 – Sept. 3, 1997	50%
Sept. 4 – Sept 10, 1997	25%
After Sept. 10, 1997	NO REFUND

### FIRST SPLIT-TERM (Starts Aug. 20, 1997 - Ends Oct. 16, 1997)

On or Before Aug. 19, 1997	100%
Aug. 20 – Aug. 22, 1997	75%
Aug. 25 – Aug. 27, 1997	50%
Aug. 28 – Sept. 2, 1997	25%
After Sept. 2, 1997	NO REFUND

### SECOND SPLIT-TERM (Starts Oct. 21, 1997 - Ends Dec. 16, 1997)

On or Before Oct. 20, 1997	100%
Oct. 21 – Oct. 23, 1997	75%
Oct. 24 – Oct. 28, 1997	50%
Oct. 29 – Oct. 31, 1997	25%
After Oct. 31, 1997	NO REFUND

**\*\*NOTE: WE DO NOT GIVE CASH REFUNDS.** In order for refunds to be processed, students must go through the Admissions Office to complete a drop slip. Students must then take the drop slip to the Cashier's Office and complete a refund request. There is a one dollar (\$1.00) charge for dropping a class (or classes) unless the class is cancelled or the student withdraws from school. This fee must be paid at the time the refund is requested.

**\*\*Due to our move to the new campus refunds may be delayed.\*\***

### CALENDAR FULL TERM

Registration	August 18, 19
First Day of Class	August 20
Last Day of Drop/Add and Late Registration	August 22
Labor Day	September 1
Last Day to Drop Without a Grade	October 1
Professional Development Day (no class)	November 10
Veterans' Day	November 11
Faculty Duty Day (no class)	November 26
Thanksgiving Day	November 27
Day after Thanksgiving	November 28
Last Day of Class	December 10
Finals	December 11, 12, 15, 16, 17
Duty Days	December 18, 19

### CALENDAR

#### First Split Term

Registration	Aug. 18, 19
First Day of Class	Aug. 20
Last Day to Drop/Add and Register	Aug. 22
Labor Day	Sept. 1
Last Day to Drop without Penalty	Sept. 10
Last Day of Class	Oct. 17
Exams	Oct. 20

#### Second Split Term

Registration	Oct. 20
First Day of Class	Oct. 21
Last Day to Drop/Add	Oct. 23
Duty Day (no classes)	Nov. 10
Veteran's Day	Nov. 11
Last Day to Drop without Penalty	Nov. 12
Thanksgiving	Nov. 27, 28
Last Day of Class	Dec. 16
Exams	Dec. 17

## ENTREPRENEUR DEVELOPMENT INSTITUTE

Starting your own business? Maybe you already have a business but are interested in improving your "bottom line" based on today's competitive environment?

Shelton State now offers the Entrepreneur Development Institute as part of the college's Center for Advanced Productivity. As part of the institute, instructors will help you learn to develop, write, and test a business plan. Community leaders will tell you about changing trends, legal issues, financing, risk management, marketing and record keeping.

### DON'T LET YOUR BUSINESS GET CAUGHT IN A MANAGEMENT CRUNCH

The average small business loan runs between \$25,000 and \$50,000, and the average failure rate is extremely high for the first three years. There are many reasons for these failures, such as lack of strategy, poor communication, the lack of understanding of what is involved and why businesses fail. A WELL DEVELOPED BUSINESS PLAN CAN MEAN THE DIFFERENCE BETWEEN SUCCESS AND FAILURE.

### SHELTON'S ENTREPRENEUR DEVELOPMENT INSTITUTE OFFERS YOU INFORMATION ON:

- \* Business Plan
- \* Business Location
- \* Legal Issues
- \* Human Resources
- \* Sales
- \* Operations
- \* Marketing Analysis
- \* Pricing Strategy
- \* Business Management
- \* Promotion
- \* Financial Analysis
- \* Global Markets

### BE YOUR OWN BOSS

If you own a business and are involved in retailing, manufacturing and service, you should consider taking this course. If you have a new business, are an heir of a current business, or an employee or future owner, you should think about taking this course. If you are considering a bank loan, this course is a necessity. Sound planning makes the difference in success or failure.

Entrepreneur Development Institute classes begin on Monday, November 3, and Tuesday, November 4. These classes will meet weekly in the evenings from 6 - 9 p.m. for 20 weeks. Enrollment is limited to 15 students per class. All classes will be held at Shelton's new campus, 9500 Old Greensboro Road. The cost is \$499 and includes all materials. For more information or to register, call (205) 391-2465 or (205) 391-2434.



The Professional Advisory Board meets with two recent graduates of Entrepreneur Development Institute. Pictured are (L-R) Allen Davis, Jessup and Associates; Donna Vickerson, entrepreneur; Sidney Cook, Attorney; Gary Arrington, Arrington Supply; Ken DeWitt, DeWitt & DeWitt, CPA; Fran Viselli, instructor and Larry Mund, instructor. (Not shown are Tommy Moore, Catrina Williams, and Charles Dunn.)

## ZENGER MILLER'S FRONTLINE LEADERSHIP

Zenger Miller's Frontline Leadership course focuses on the leadership role of supervisors and managers at the front line of organizational performance. The program provides supervisors and managers with practical tools to meet the expanding demands of their jobs. The course begins with fundamental supervisory skills and then builds specific leadership skills such as managing individual performance, developing team performance, collaborating effectively with others, managing change, fostering innovation, solving problem, and building relationships with managers and peers.

The 23 units are organized into six skill clusters:

- Core interpersonal skills for effective leadership
- Ways to manage and improve effective leadership
- Techniques for enhancing team performance
- Behaviors that build strong relationships and expand influence
- Approaches to managing change and encouraging innovation
- Methods for solving problems with individuals and teams

Each unit is delivered in a session lasting three to four hours. The sessions use video modeling, discussion, practice, feedback, and planning activities to build participants' skills and encourage the transfer of skills to the workplace.

Contact person: Randy Jarrell (205) 391-2474

## INDUSTRIAL MAINTENANCE TECHNOLOGY

Certificate Program (26 Credit Hours)

INT-CIP 47-0303

Industrial Maintenance Technology is a certificate program originally developed for industry, but is now available for the individual student. The program has been carefully designed to provide training for those interested in the occupation of multi-skilled industrial maintenance technician. Course times are may vary and do not follow the regular college semester format.

For more information regarding specific course dates and times  
CALL: 205-391-2434.

Recommended Prerequisite Courses: Technical Mathematics-IMT 101, Blueprint Reading- IMT 102, Precision Measurement -IMT 103.

### Required Courses:

Credit Hours	
INT-111 Fundamentals of Industrial Electricity .....	6
INT-121 Principles of Industrial Mechanics .....	2
INT-131 Principles of Industrial Hydraulics Technology .....	2
INT-141 Principles of Industrial Pneumatics Technology .....	2

### Electives:

Credit Hours	
INT-112 Industrial Electrical Control .....	6
INT-151 Introduction to Programmable Logic Controllers .....	2
INT-152,153, 154,155 Applied Principles of Programmable Logic Controllers .....	2
INT-156,157, 158,159 Advanced Principles of Programmable Logic Controllers .....	2
INT-132 Applied Principles of Industrial Hydraulics Technology .....	2
INT-142 Applied Principles of Industrial Pneumatics Technology .....	2
INT-122 Applied Principles of Industrial Mechanics .....	2
INT-161 Fundamentals of Industrial Pipe Fitting and Welding .....	2

Total Credits of required courses

12 credit hours

Total Credits of Elective courses

14 credit hours

Total Credits Required for Certificate 26 Credit Hours

# 1997 FALL SCHEDULE OF CLASSES

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR
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**ADULT BASIC EDUCATION**

ABE 098 01	GED Preparation	MTWRF	8:00am-12:00am	0	Sky	ABE Bldg Stanley
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**AUTO BODY REPAIR**

ABR 111 01	Auto Body Fundamentals	M	8:00am-1:00pm	3	Fredd	302	Burton
ABR 112 01	Non-Structural Analys. & Damage Repair I	T	8:00am-3:00pm	4	Fredd	302	Burton
ABR 113 01	Structural Analysis & Damage Repair I	W	8:00am-3:00pm	4	Fredd	302	Burton
ABR 212 01	Non-Structural Analys. & Damage Repair II	R	8:00am-3:00pm	3	Fredd	302	Burton
ABR-112 50	Non-Structural Analys. & Damage Repair I	MT	6:00pm-9:30pm	4	Fredd	302	Staff

**AIR CONDITIONING & REFRIGERATION**

ACR 113 01	Bus.Pract. & Codes for Service Pers	MW	8:00am-9:15am	3	NC	131A	Staff
<b>EVENING</b>							
ACR-111 50	Intro. to Air Condition & Refg.	MTW	6:00pm-9:30pm	6	NC	131A	Staff
ACR-131 50	Troubleshooting Procedures for HVAC	MTW	6:00pm-9:30pm	6	NC	131A	Staff

**FIRST SPLIT TERM**

ACR 111 60	Intro. to Air Condition & Refg.	MTWR	9:30am-2:30pm	6	NC	131A	Logan
ACR 131 60	Troubleshooting Procedures for HVAC	MTWR	9:30am-2:30pm	6	NC	131A	Logan

**SECOND SPLIT TERM**

ACR 112 70	Basic Electricity for HVAC	MTWR	9:30am-2:30pm	6	NC	131A	Logan
ACR 132 70	Heat Pumps	MTWR	9:30am-2:30pm	6	NC	131A	Logan

**AIR FORCE STUDIES**

AFS 101 01	Leadership Laboratory	R	6:30am-7:50am	0	UA	203	Casebeer
Advisor approval req/student must be concurrently enrolled for AFS 110							
AFS 101 02	Leadership Laboratory	R	5:00pm-6:20pm	0	UA	203	Casebeer
Student must be concurrently enrolled for AFS 110.							
AFS 110 01	Air Force Now I	T	2:00pm-2:50pm	1	UA	201	Pool
AFS 110 02	Air Force Now I	W	2:00pm-2:50pm	1	UA	201	Pool
AFS 201 01	Leadership Laboratory	R	6:30am-7:50am	0	UA	203	Casebeer
Advisor approval req/student must be concurrently enrolled for AFS 230.							
AFS 201 02	Leadership Laboratory	R	5:00am-6:20am	0	UA	203	Casebeer
Must be concurrently enrolled for AFS 230.							
AFS 230 01	Air Power Development I	R	2:00pm-2:50pm	1	UA	201	Tripp
AFS 230 03	Air Power Development I	R	3:00pm-3:50pm	1	UA	201	Tripp
AFS 301 01	Leadership Laboratory	R	6:30pm-7:00pm	0	UA	203	Casebeer
Advisor appproval req/student must be concurrently enrolled for AFS 350							
AFS 301 02	Leadership Laboratory	R	5:00pm-6:20pm	0	UA	203	Casebeer
Student must be concurrently enrolled for AFS 350.							
AFS 350 01	Leadership & Management	MW	10:00am-11:15am	3	UA	203	Deeb
AFS 350 02	Leadership & Management	MW	1:00pm-2:15pm	3	UA	203	Deeb
AFS 401 01	Leadership Laboratory	R	6:30pm-7:50pm	0	UA	203	Casebeer
Advisor approval req/student must be concurrently enrolled for AFS 470.							
AFS 401 02	Leadership Laboratory	R	5:00pm-6:20pm	0	UA	203	Casebeer
Student must be concurrently enrolled for AFS 470.							
AFS 470 01	National Security Policy	TR	9:30am-10:45am	3	UA	203	Casebeer
AFS 470 02	National Security Policy	TR	3:30pm-4:45pm	3	UA	203	Casebeer
AFS 491 01	Leadership Laboratory	R	5:00pm-6:20pm	0	UA	203	Casebeer
Advisor approval required.							

**ANTHROPOLOGY**

ANT 220 01	Cultural Anthropology	TR	9:30am-10:45am	3	NC	241	Bizzoco
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**ART**

ART 113 01	Drawing I	MWF	9:00am-10:50am	3	NC	D-R	Staff
ART 114 01	Drawing II	MWF	11:00pm-1:50pm	3	NC	D-R	Staff
ART 121 01	Composition I	TR	9:00am-11:50am	3	NC	D-R	Lien
ART 173 01	Photography I	MWF	9:00am-10:50pm	3	NC	PHOT	Lien
ART 174 01	Photography II	MWF	2:00pm-3:50pm	3	NC	PHOT	Lien
ART 203 01	Art History I	MWF	12:00pm-12:50pm	3	NC	103A	Lien
ART 203 02	Art History I	TR	1:00pm-2:15pm	3	NC	103A	Lien
ART 234 01	Painting II	TR	9:00am-11:50am	3	NC	PNTR	Staff
ART 286 01	Art for Teachers	MWF	1:00pm-2:10pm	3	NC	103A	Staff
EVENING							
ART-113 50	Drawing I	MW	6:00pm-9:00pm	3	NC	D-R	Staff
ART-173 50	Photography I	TR	6:00pm-9:00pm	3	NC	PHOT	Staff
ART-233 50	Painting I	TR	6:00pm-9:00pm	3	NC	PNTR	Staff
ART-286 50	Art for Teachers	M	6:00pm-9:30pm	3	NC	103A	Staff

**ASTRONOMY**

AST-101 01	Introduction to Astronomy	TR	8:00am-9:15am	3	NC	253	Albritton
AST-101 50	Introduction to Astronomy	M	6:00pm-8:45pm	3	NC	253	Albritton
AST-101 51	Introduction to Astronomy	W	6:00pm-8:45pm	3	NC	253	Albritton
AST-102 50	Introduction to Astronomy Lab	M	8:45pm-10:45pm	1	NC	253	Albritton
AST-102 51	Introduction to Astronomy Lab	W	8:45pm-10:45pm	1	NC	253	Albritton
AST-102 52	Introduction to Astronomy Lab	T	8:45pm-10:45pm	1	NC	253	Albritton

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.

## NEED FINANCIAL HELP?

Shelton State's Financial Aid Office provides information to students that will help them cover college costs. To apply for financial aid, stop by the Financial Aid Office and obtain and complete the Free Application for Federal Student Aid (FAFSA). Shelton participates in the Federal Work-Study Program (FWS), and the Alabama Student Assistance Program (ASAP). Shelton does not participate in any federal loan programs. Students may also apply for various scholarships offered by the college. For more information on Shelton's financial assistance programs, please call the Financial Aid Office, (205) 391-2218.

## FINAL EXAM SCHEDULE

**NOTE: Your scheduled exam time may differ from your class time.**

All classes meeting M only  
(day, afternoon, or evening):  
Your exam is: M at the class time.

All classes meeting T, W, R, and F only:  
Your exam is: T at the class time.

### MWF Classes

Your exam is:

8 am M 8-10am

9 am W 8-10am

10 am F 10-12 am

11 am M 10-12 am

12 pm W 10-12 am

1 pm F 12:30-2:30 pm

2 pm M 12:30-2:30 pm

3 pm M 2:30-4:30 pm

4 pm W 2:30-4:30 pm

### TR

8 am Tue 8-10 am

9:30 am Thr 8-10 am

11 am Tue 10-12 pm

12:30 pm Thr 12:30-2:30 pm

2 pm Tue 2:30-4:30 pm

3 pm Thr 2:30-4:30 pm

4 pm Tue 2:30-4:30 pm

MW 6-7:15 pm

Mon 6-8 pm

TR 6-7:15 pm

Tue 6-8 pm

COURSE SECTION NUMBER	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
<b>AUTOMOTIVE TECHNOLOGY</b>				
AUM 118 01 Drivability Analysis	MWF	8:00am-9:00am	3	Fredd 301
FIRST SPLIT TERM	MTWR	9:30am-2:30pm	6	Fredd 301
AUM 111 60 Braking/Chassis Control	MTWR	9:30am-2:30pm	6	Fredd 301
SECOND SPLIT TERM				
AUM 113 70 Electronics & Fuel Systems	MTWR	9:30am-2:30pm	6	Fredd 301
<b>BARBERING</b>				
BAR 111 01 Introduction to Barbering Service	T	8:00am-3:10pm	4	NC 236
BAR 112 01 Introduction to Barbering Technology	W	8:00am-3:10pm	4	NC 294A
BAR 113 01 Human Relations	MW	3:15pm-4:40pm	3	NC 235
BAR 114 01 Analytical Survey	M	8:00am-3:10pm	4	NC 294A
BAR 115 01 Basic Barbering/Styling Skills	M	8:00am-3:10pm	4	NC 294A
BAR 122 01 Applied Chemistry	RF		4	NC 238
R=8:00-1:30pm, F=8:00-10:30am				Love
BAR 123 01 Advanced Barbering/Styling Skills	RF		4	NC 294A
R=8:00-1:30pm, F=8:00-11:50am				Staff
<b>BIOLOGY</b>				
BIO 114 01 Principles of Biology I	MWF	8:00am-8:50am	4	NC 275C
Lab W 11-1pm Rm 275C	TR	8:00am-9:15am	4	NC 275C
BIO 114 02 Principles of Biology I	TR	8:00am-9:15am	4	NC 275A
Lab R 11-1pm Rm 275C	MWF	9:00am-9:50am	4	NC 275A
BIO 114 03 Principles of Biology I	MWF	9:00am-9:50am	4	NC 275C
Lab T 11-1pm Rm 275C	TR	9:30am-10:45am	4	NC 275C
BIO 114 04 Principles of Biology I	TR	9:30am-10:45am	4	NC 275A
Lab M 1-3pm Rm 275C	MWF	10:00am-10:50am	4	NC 275A
BIO 114 05 Principles of Biology I	MWF	11:00am-11:50pm	4	NC 275A
Lab W 1-3pm Rm 275C	TR	9:30am-10:45am	4	NC 275C
BIO 114 06 Principles of Biology I	TR	9:30am-10:45am	4	NC 275C
Lab 1-3pm Rm 275C	MWF	10:00am-10:50pm	3	NC 242
BIO 114 07 Principles of Biology I	MWF	8:00am-8:50am	4	NC 257D
Lab 1-3pm T Rm 275C	TR	9:00am-9:50am	4	NC 257D
BIO 114 08 Principles of Biology I	TR	9:30am-10:45am	4	NC 257D
Lab 11-1pm M Rm 275C	MWF	11:00am-12:50pm	4	NC 257A
BIO 114 09 Principles of Biology I	MWF	11:00am-11:50pm	4	NC 275A
Lab 12:30-2:30pm R Rm 275A	TR	9:30am-10:45am	4	NC 277
BIO 116 01 Principles of Biology II	TR	11:00am-12:15pm	4	NC 257D
Lab 11-1pm R Rm 277	MWF	11:00am-11:50pm	4	NC 257D
BIO 130 01 Medical Terminology	MWF	10:00am-10:50pm	3	NC 242
BIO 201 01 Human Anatomy & Physiology I	MWF	8:00am-8:50am	4	NC 257D
Lab M 11-1pm Rm 257D	TR	9:00am-9:50am	4	NC 257D
BIO 201 02 Human Anatomy & Physiology I	TR	9:30am-10:45am	4	NC 257D
Lab W 11-1pm Rm 257D	MWF	11:00am-12:15pm	4	NC 257D
BIO 201 03 Human Anatomy & Physiology I	TR	11:00am-12:15pm	4	NC 257D
Lab T 1-3pm Rm 257D	MWF	11:00am-11:50pm	4	NC 257
BIO 201 04 Human Anatomy & Physiology I	TR	11:00am-12:15pm	4	NC 257
Lab 1-3pm R Rm 257D	MWF	11:00am-11:50pm	4	NC 257
BIO 202 01 Human Anatomy & Physiology II	TR	11:00am-12:15pm	4	NC 257
Lab 12:30-2:30pm M Rm 257	MWF	11:00am-11:50pm	4	NC 257
BIO 202 02 Human Anatomy & Physiology II	TR	11:00am-12:15pm	4	NC 257
Lab 12:30-2:30pm T Rm 257	MW	11:00pm-12:15pm	4	NC 162
BIO 223 01 Microbiology And Man	TR	3:30pm-4:45pm	4	NC 275C
Lab 12:30-1:30pm M & W Rm 277B	MW	6:00pm-7:15pm	4	NC 275C
BIO 114 10 Principles of Biology I	TR	6:00pm-7:15pm	4	NC 275C
Lab W 3:30-5:30pm Rm 275C	MW	6:00pm-7:15pm	4	NC 275C
<b>EVENING</b>				
BIO-114 51 Principles of Biology I	MW	6:00pm-7:15pm	4	NC 275C
Lab M 7:15-9:15pm Rm 275C	TR	6:00pm-7:15pm	4	NC 275C
BIO-114 52 Principles of Biology I	TR	6:00pm-7:15pm	4	NC 275C
Lab 7:15-9:15pm T Rm 275C	MW	6:00pm-7:15pm	4	NC 257D
BIO-201 50 Human Anatomy & Physiology I	MW	6:00pm-7:15pm	4	NC 257D
Lab 7:15-9:15pm M Rm 257D	MW	6:00pm-7:15pm	4	NC 257
BIO-202 50 Human Anatomy & Physiology II	TR	6:00pm-7:15pm	4	NC 257
Lab 7:15-9:15pm M Rm 257				
<b>BUSINESS</b>				
BUS 100 01 Introduction to Business	TR	9:30am-10:45am	3	NC 272
BUS 148 01 Basic Accounting Procedures	MWF	9:00am-9:50am	3	NC 272
BUS 189 01 Human Relationships	TR	11:00am-12:15pm	3	NC 272
BUS 190 01 Management Workshop I	MWF	1:00am-1:50pm	3	NC 272
BUS 191 01 Management Workshop II	TR	12:30pm-1:20pm	3	NC 272
BUS 210 01 Introduction To Accounting	MWF	8:00am-9:10am	4	NC 243
BUS 210 02 Introduction To Accounting	TR	8:00am-9:40am	4	NC 243
BUS 210 03 Introduction To Accounting	MWF	9:30am-10:40pm	4	NC 243
BUS 210 04 Introduction To Accounting	TR	11:00am-12:40pm	4	NC 243
BUS 271 01 Business Statistics I	MWF	8:00am-8:50am	3	NC 242
BUS 271 02 Business Statistics I	TR	8:00am-9:15am	3	NC 242
BUS 271 03 Business Statistics I	TR	9:30am-10:45am	3	NC 242
BUS 272 01 Business Statistics II	MWF	9:00am-9:50am	3	NC 242
BUS 272 02 Business Statistics II	TR	11:00am-12:15am	3	NC 242
BUS 275 01 Principles of Management	MWF	10:00am-10:50am	3	NC 272
BUS 285 01 Principles of Marketing	MWF	11:00am-11:50am	3	NC 272
<b>EVENING</b>				
BUS-100 50 Introduction to Business	M	6:00pm-8:45pm	3	NC 272
BUS-210 50 Introduction To Accounting	M	6:00pm-9:35pm	4	NC 243
BUS-263 50 Legal/Soc. Environment of Business	M	6:00pm-8:45pm	3	NC 235
BUS-271 50 Business Statistics I	W	6:00pm-9:00pm	3	NC 242
BUS-272 50 Business Statistics II	R	6:00pm-9:00pm	3	NC 242
<b>CARPENTRY</b>				
CAR 111 01 Fund. of CAR I/Intro.to Basic Blueprints	M	8:00am-3:00pm	4	Fredd 602
CAR 114 01 Floor and Wall Framing	T	8:00am-5:30pm	6	Fredd 602
CAR 115 01 Roof and Ceilings	W	8:00am-5:30pm	6	Fredd 602
<b>EVENING</b>				
CAR-111 50 Fund. of CAR I/Intro.to Basic Blueprints	MT	6:00pm-9:00pm	4	Fredd 602
CAR-113 50 Concrete Forming	WR	6:00pm-9:00pm	6	Fredd 602

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.

## NEW TIME. NEW WORLD. NEW SHELTON. THIS SEMESTER

All of Shelton's fall classes, except those scheduled at the Alabama Fire College and C.A. Fredd Campus, will be held on the college's new campus located at 9500 Old Greensboro Highway. Registration and Drop/Add will be still be held this semester on the Skyland Campus. However, the Skyland Campus will close completely August 31, 1997. The Admissions, Financial Aid, Counseling Center offices will not move until after Registration and Drop/Add is completed on August 22. All student services will be on the new campus after August 22.

It is especially important that all students attend the first day of classes. Students will not be able to drop or add courses after August 22 because of the move to the new campus.

Shelton's classes will begin each day at 8 a.m. Classes during the day will be offered Monday - Wednesday - Friday and Tuesday - Thursday. A large number of Shelton's evening classes will be offered this fall in a one-night format in order to accomodate our students' busy schedules. This will enable Shelton students to come just one evening a week during the Fall Semester and complete a course. For information on the evening schedule as well as the times for all college courses, please check the 1997 Fall Class Schedule.

## KEY SHELTON STATE CLASSES

**NC**- New Campus

**DR**- Drawing Room

**PHOT**- Photography Room

**PNTR**- Painting Room

**DNC**- Dance Department

**DTW**- Diesel, Truck Driving, Welding Bldg.

**CONF**- Conference Room

**M**- Music Department

**MWF**- Monday,Wednesday, Friday

**MW**-Monday, Wednesday

**M**-Monday Only

**W**-Wednesday Only

**F**-Friday Only

**TR**-Tuesday, Thursday

**T**-Tuesday Only

**R**-Thursday Only

**MTWR**-Monday, Tuesday, Wednesday, Thursday

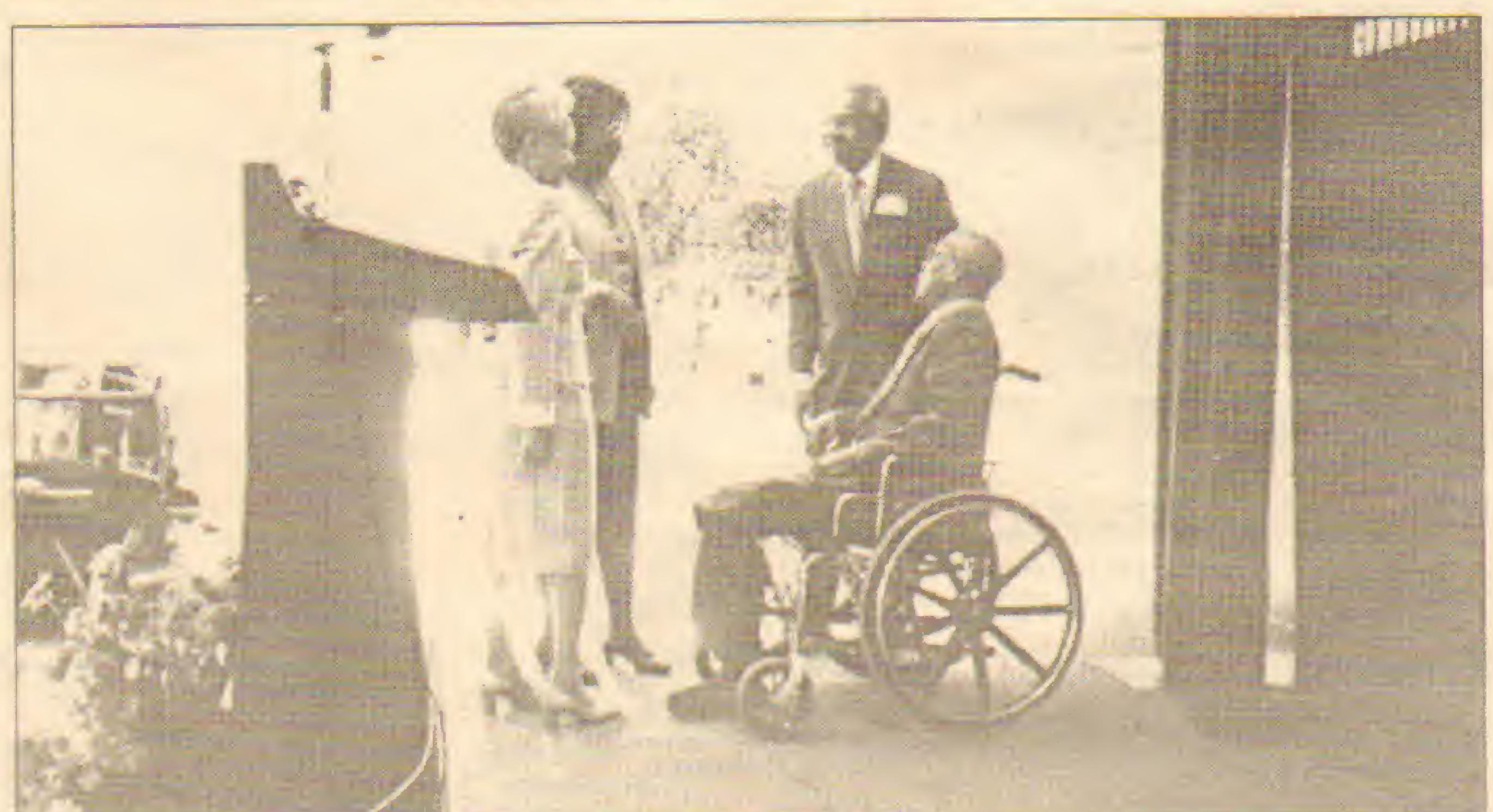
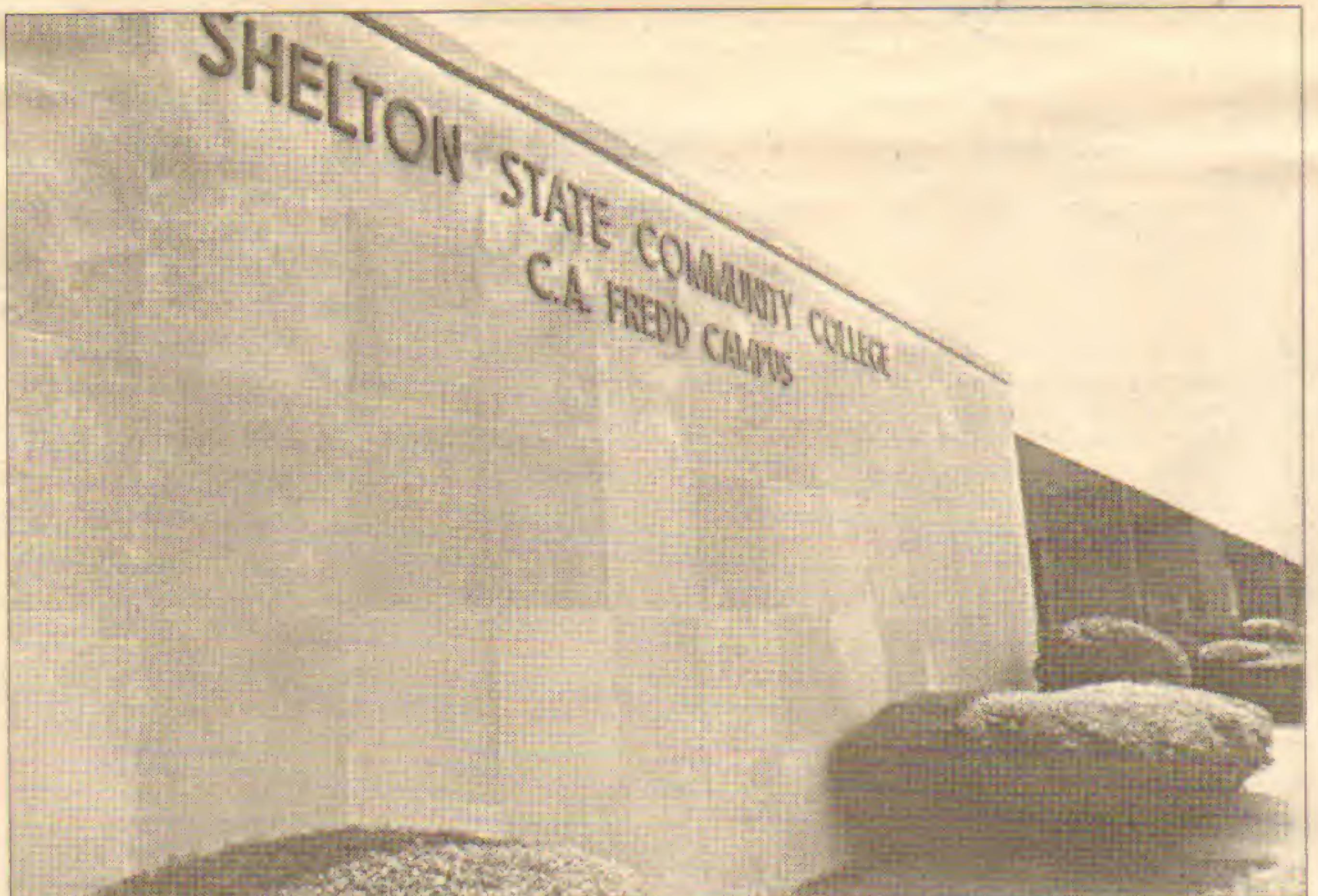
**MTWRF**-Monday, Tuesday, Wednesday, Friday

# FOCUS ON FREDD

The C. A. Fredd Campus of Shelton State offers a friendly learning environment with classes located in renovated facilities in a convenient location. Located on Martin Luther King Jr. Boulevard, the Fredd Campus is directly off 15th Street and close to the University of Alabama and Stillman campuses. Plenty of student parking is available.

The majority of the classes offered on the Fredd Campus are technical in nature. However, there are also a number of academic courses, such as English, math, economics and statistics, that will be offered on the Fredd Campus this fall. Many of these academic classes meet the University of Alabama's CORE requirements.

The Fredd Campus is also home to the college's comprehensive training program, that includes classes in Auto Body Repair as well as Shelton's new program in automotive technology. Shelton's Respiratory Therapy program is also located on the Fredd Campus along with the new Construction Technology program that includes Carpentry, Masonry, and other vocational classes. Graphics and Printing Communications, Commercial Art, Food Service and other programs will also be offered on the Fredd Campus this fall.



**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course where you have not satisfied the prerequisites, you may not receive credit for that course.

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR
<b>CHEMISTRY</b>						
CHM 104 01	Introductory Chemistry Lab 11-2pm M Rm 251	MWF	9:00am-9:50am	4	NC	251
CHM 104 02	Introductory Chemistry Lab 11-2pm R Rm 251	TR	9:30am-10:45am	4	NC	251
CHM 104 03	Introductory Chemistry Lab 11-2pm M Rm 256	MWF	10:00am-10:50am	4	NC	256
CHM 104 04	Introductory Chemistry Lab 4:15-7:15pm T Rm 253	TR	3:00pm-4:15pm	4	NC	253
CHM 111 01	College Chemistry I Lab 11-2pm W Rm 253	MWF	9:00am-9:50am	4	NC	253
CHM 111 02	College Chemistry I Lab 11-2pm T Rm 253	TR	9:30am-10:45am	4	NC	253
CHM 112 01	College Chemistry II Lab 11-2pm R Rm 256	TR	8:00am-9:15am	4	NC	256
CHM 221 01	Organic Chemistry I Lab 11-2pm W Rm 251	MWF	10:00am-10:50am	4	NC	251
<b>EVENING</b>						
CHM-105 50	Introduction to Organic Chemistry Lab 7:15-10pm R Rm 251	MW	6:00pm-7:15pm	4	NC	251
CHM-111 50	College Chemistry I Lab 7:15-10pm R Rm 256	TR	6:00pm-7:15pm	4	NC	256
<b>CHILD DEVELOPMENT</b>						
CHD-100 50	Introduction to Child Care	R	6:00pm-8:45pm	3	NC	CDC
CHD-103 50	Children's Lit & Language Development	M	6:00pm-8:45pm	3	NC	CDC
CHD-109 50	Infant and Toddler Programs	T	6:00pm-8:45pm	3	NC	CDC
<b>COMMERCIAL ART/ADVERTISING &amp; DESIGN</b>						
CAT 111 01	Basic Drawing	TR	9:00am-12:00n	3	Fredd	502
CAT 121 01	Basic Design	MWF	8:30am-10:30am	3	Fredd	502
CAT 131 01	Advertising Design I	MWF	10:30am-12:30pm	3	Fredd	502
CAT 141 01	Advertising Design II	TR	12:30pm-3:30pm	3	Fredd	502
CAT 198 01	Special Projects	MWF	8:30am-10:30am	3	Fredd	502
CAT 198 02	Special Projects	MWF	10:30am-12:30pm	3	Fredd	502
CAT 198 03	Special Projects	MW	12:45pm-3:45pm	3	Fredd	502
CAT 198 04	Special Projects	TR	9:00am-12:00n	3	Fredd	502
CAT 198 05	Special Projects	TR	12:30pm-3:30pm	3	Fredd	502
CAT 199 01	Special Problems in CAT	MWF	8:30am-10:30am	3	Fredd	502
CAT 199 02	Special Problems in CAT	MWF	10:30am-12:30pm	3	Fredd	502
CAT 199 03	Special Problems in CAT	MW	12:45pm-3:45pm	3	Fredd	502
CAT 199 04	Special Problems in CAT	TR	9:00am-12:00n	3	Fredd	502
CAT 199 05	Special Problems in CAT	TR	12:30pm-3:30pm	3	Fredd	502
CAT 221 01	Advertising Design III	TR	9:00am-3:00pm	6	Fredd	502
CAT 222 01	Internship in Commercial Art	MW	12:45pm-3:45pm	3	Fredd	502
<b>COMMERCIAL FOOD SERVICES</b>						
CFS 111 01	Introduction to Food Service	MTWRF	8:00am-10:00am	6	Fredd	701
CFS 112 01	Fundamentals of Cooking/Table Serv.	MTWRF	8:00am-10:00am	6	Fredd	701
CFS 123 01	Food Production III	MTWRF	10:00am-12:00n	6	Fredd	701
CFS 190 01	Special Projects	TBA	TBA	3	Fredd	701
CFS 199 01	Healthy Cooking	TR	12:00pm-1:30pm	1	NC	163
CFS 212 01	Management Strategies	MWF	10:00am-12:00n	6	Fredd	701
CFS 221 01	Internship	TBA	TBA	4	Fredd	701
<b>COMMUNICATION</b>						
MCM 100 01	Introduction to Mass Communication	TR	12:30pm-1:45pm	3	NC	241
<b>COMPUTER SCIENCE</b>						
CIS 102 01	Microcomputer Concepts	MWF	8:00am-8:50am	3	NC	244B
CIS 102 02	Microcomputer Concepts	TR	8:00am-9:15pm	3	NC	244B
CIS 102 03	Microcomputer Concepts	MWF	9:00am-9:50am	3	NC	244B
CIS 102 04	Microcomputer Concepts	TR	9:30am-10:45am	3	NC	244B
CIS 102 05	Microcomputer Concepts	MWF	10:00am-10:50pm	3	NC	244B
CIS 102 06	Microcomputer Concepts	TR	11:00am-12:15pm	3	NC	244B
CIS 102 07	Microcomputer Concepts	TR	1:00pm-2:15pm	3	NC	244B
CIS 102 08	Microcomputer Concepts	MWF	2:00pm-2:50pm	3	NC	244B
CIS 102 09	Microcomputer Concepts	TR	2:30pm-3:45pm	3	NC	244B
CIS 130 01	Computer Fundamentals Technical Division Subject/Projects	TR	2:30pm-3:45pm	3	NC	244D
CIS 231 01	FORTRAN Programming	MWF	11:00am-11:50pm	3	NC	244B
CIS 285 01	Computerized Manag. Information	MWF	1:00pm-1:50pm	3	NC	244B
CIS 102 10	Microcomputer Concepts	MWF	3:00pm-3:50pm	3	NC	244B
CIS 102 11	Microcomputer Concepts	MWF	4:00pm-4:50pm	3	NC	244B
CIS 102 12	Microcomputer Concepts	TR	4:00pm-5:15pm	3	NC	244B
<b>EVENING</b>						
CIS-102 50	Microcomputer Concepts	T	6:00pm-9:00pm	3	NC	244B
CIS-102 52	Microcomputer Concepts	R	6:00pm-9:00pm	3	NC	244B
CIS-130 50	Computer Fundamentals Recommended for General Public	W	6:00pm-9:00pm	3	NC	244B
CIS-191 50	Introduction to Computer Prog. Computer Science/math major or minor	T	6:00pm-9:00pm	3	NC	244D
CIS-278 50	Prerequisite - any programming program	M	6:00am-9:00am	3	NC	W CONF 2 Osmore
CIS-299 50	Prerequisite - any programming course Directed Studies/Computer Science Prerequisite - permission of instructor	TBA	TBA	3	NC	W CONF 2 Osmore
<b>COMPUTERIZED NUMERICAL CONTROL</b>						
CNC 211 01	Introduction to CNC Machining MT=9:30-2:30pm, W=9:30-11:45am	MTW		6	NC	174
CNC 212 01	Manual Programming & Tech. Calculations MT=9:30-2:30pm, W=9:30-11:45am	MTW		6	NC	74
CNC 214 01	Programming & Set-up for CNC Turning	MW	8:00am-9:15am	6	NC	174
CNC 215 01	Programming & Set-Up CNC Milling MT=9:30-2:30pm, W=9:30-11:45am	MTW		6	NC	174
CNC 216 01	Tooling and Machining Data W=12:15-2:30pm, RF=9:30-2:30pm	WRF		3	NC	174
CNC 217 01	Programming & Set-up for Wire EDM W=12:15-2:30pm, RF=9:30-2:30pm	WRF		6	NC	174
CNC 218 01	Quality Control & Assurance W=12:15-2:30pm, RF=9:30-2:30pm	WRF		6	NC	174
CNC 219 01	Computer 3D for Milling	TR	8:00am-9:15am	6	NC	174

continued on Page 8

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR	COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR								
continued from Page 7																			
CNC-211 50	Introduction to CNC Machining	MTW	6:00pm-10:00pm	6 NC	174	Staff	ELT 130 01	Commercial/Industrial Wiring	MTWRF	12:15pm-2:30pm	6 NC	191 Quimby							
CNC-212 50	Manual Programming & Tech. Calculations	MTW	6:00pm-10:00pm	6 NC	174	Staff	ELT 132 01	Intro to National Electrical Code	TR	8:00am-9:15am	3 NC	193 Freeman							
CNC-215 50	Programming & Set-Up CNC Milling	MTW	6:00pm-10:00pm	6 NC	174	Staff	ELT 150 01	Basic Electrical Wiring	MTWRF	8:00am-9:15am	3 NC	191 Quimby							
<b>CORE COURSES (TECHNICAL)</b>																			
ITS 104 01	Applied Math with SPC	TR	8:00am-9:15am	3 NC	171C	McCracken	ELT 190 01	Special Projects	TR	8:00am-9:15am	3 NC	191 Quimby							
Computer assisted instruction							ELT 200 01	DC/AC Machines	MTWRF	9:30am-11:45am	6 NC	191B Freeman							
ITS 104 02	Applied Math with SPC	TR	8:00am-9:15am	3	Fredd	101	Staff	ELT 213 01	Semi-Conductor Controls	MTWRF	8:00am-9:15am	3 NC	191E Freeman						
Computer assisted instruction							ELT 241 01	Programmable Controller	TR	8:00am-9:15am	3 NC	191E Quimby							
ITS 104 03	Applied Math with SPC	TR	9:30am-10:45am	3 NC	171C	McCracken	ELT 242 01	Advanced Programmable Controllers	TR	8:00am-9:15am	3 NC	191E Quimby							
Computer assisted instruction for nurses only							ELT 245 01	Electric Motor Control	MTWRF	9:30am-11:45am	6 NC	191C Freeman							
ITS 104 04	Applied Math with SPC	TR	11:00am-12:15pm	3 NC	171C	Staff	ELT 261 01	Conduit Bending	MTWRF	8:00am-9:15am	3 NC	191 Quimby							
Computer assisted instruction for nurses only							ELT 272 01	Journeyman NEC Prep Class	TR	8:00am-9:15am	3 NC	193 Freeman							
ITS-104 50	Applied Math with SPC	R	6:00pm-8:45pm	3 NC	171E	Staff	<b>EVENING</b>												
<b>COSMETOLOGY</b>																			
COS 111 01	Introduction to Cosmetology Science	T	8:00am-3:10pm	4 NC	238	Watts	ELT-132 50	Intro to National Electrical Code	T	6:00pm-9:00pm	3 NC	193 Staff							
COS 112 01	Introduction/Cosmetology Technology	W	8:00am-3:10pm	4 NC	293	Watts	ELT-146 50	Electrical Cost Estimating	R	6:00pm-9:00pm	3 NC	193 Staff							
COS 113 01	Human Relations	MW	3:15pm-4:40pm	3 NC	238	Marlow	ELT-150 50	Basic Electrical Wiring	MW	8:00pm-11:00pm	3 NC	191 Brewer							
COS 114 01	Assessment	T	8:00am-3:10pm	4 NC	293	Nix	ELT-190 50	Special Projects	T	8:00pm-11:00pm	3 NC	191 Brewer							
COS 115 01	Introduction to Esthetics Science	RF		4 NC	293	Nix	ELT-200 50	DC/AC Machines	TR	5:00pm-11:00pm	6 NC	191B McBride							
R=8:00-1:30pm, F=8:00-10:30am							ELT-213 50	Semi-Conductor Controls	R	8:00pm-11:00pm	3 NC	191E McBride							
COS 116 01	Introduction to Esthetics Tech.	RF		4 NC	293	Watts	ELT-241 50	Programmable Controller	T	8:00pm-11:00pm	3 NC	191E Brewer							
R=8:00-1:30pm, F=8:00-10:30am							ELT-245 50	Electric Motor Control	TR	5:00pm-11:00pm	6 NC	191C McBride							
COS 117 01	Applied Chemistry	M	8:00am-3:10pm	4 NC	238	Nix	ELT-261 50	Conduit Bending	R	5:00pm-8:00pm	3 NC	191 Brewer							
COS 118 01	Implementation	TW		4 NC	293	Marlow	ELT-272 50	Journeyman NEC Prep Class	T	5:00pm-8:00pm	3 NC	193 Staff							
COS 119 01	Analytical Survey	MT		4 NC	293	Marlow	<b>FIRST SPLIT TERM</b>												
M=9:40-3:10pm, T=9:40-11:20am							ELT 111 60	D.C. Circuit Fundamentals	MTWRF	9:30am-2:30pm	6 NC	191D Quimby							
COS 121 01	Prep. & Reassess./Cosmetology Tech.	W	8:00am-3:10pm	4 NC	293	Nix	ELT-111 61	D.C. Circuit Fundamentals	MTWRF	5:00pm-11:00pm	6 NC	192 McBride							
COS 122 01	Esthetics & Elec. Apparatus	TBA	TBA	4 NC	293	Staff	<b>SECOND SPLIT TERM</b>												
COS 123 01	Esthetics Technology	TBA	TBA	4 NC	293	Staff	ELT 121 70	A.C. Circuit Fundamentals	MTWRF	9:30am-2:30pm	6 NC	191D Quimby							
COS 131 01	Intro. to Nail Technology Science	F	8:00am-3:10pm	4 NC	293	Beck	ELT-121 71	A.C. Circuit Fundamentals	MTWRF	5:00pm-11:00pm	6 NC	192 McBride							
COS 132 01	Intro. to Nail Technology	W	8:00am-3:10pm	4 NC	293	Staff	<b>ENGLISH</b>												
COS 181 01	Salon Preparation	RF		4 NC	293	Marlow	ENG 092 01	Basic Writing II	MWF	8:00am-9:10am	4 NC	126A Staff							
R=9:40-3:10pm, F=9:40-11:20am							ENG 092 02	Basic Writing II	MWF	10:00am-11:10am	4 NC	126A Staff							
COS 191 01	Problem Solving in Chemical Service	M	8:00am-3:10pm	4 NC	236	Watts	ENG 092 03	Basic Writing II	TR	11:00am-12:40am	4 NC	126A Bennett							
<b>EVENING</b>							ENG 092 04	Basic Writing II	TR	2:00pm-3:40pm	4 NC	126A Staff							
COS-111 50	Introduction to Cosmetology Science	MW	6:00pm-10:00pm	4 NC	238	Staff	ENG 093 01	Basic Writing III	MWF	8:00am-9:10am	4 NC	223 Staff							
COS-112 50	Introduction/Cosmetology Technology	TR	6:00pm-10:00pm	4 NC	293	Staff	ENG 093 02	Basic Writing III	MWF	10:00am-11:10am	4 NC	223 Staff							
COS-116 50	Introduction to Esthetics Tech.	MW	6:00pm-10:00pm	4 NC	293	Staff	ENG 093 03	Basic Writing III	TR	11:00am-12:40am	4 NC	223 Staff							
COS-118 50	Implementation	TR	6:00pm-10:00pm	4 NC	293	Staff	ENG 093 04	Basic Writing III	TR	2:00pm-3:40pm	4 NC	223 Staff							
COS-181 50	Salon Preparation	MW	6:00pm-10:00pm	4 NC	293	Staff	ENG 101 01	English Composition I	MWF	8:00am-8:50am	3 NC	2-D Dice							
<b>COSMETOLOGY INSTRUCTOR TRAINING</b>							ENG 101 02	English Composition I	MWF	8:00am-8:50am	3 NC	2-D Dice							
CIT 211 01	Methodologies of Teaching I	TBA	TBA	5 NC	293	Staff	ENG 101 03	English Composition I	TR	8:00am-9:15am	3 NC	2-C Ryan							
CIT 225 01	Practicum I	TBA	TBA	5 NC	293	Staff	ENG 101 04	English Composition I	TR	8:00am-9:15am	3 NC	2-D Staff							
<b>DRAFTING</b>							ENG 101 05	English Composition I	MWF	9:00am-9:50am	3 NC	2-D Alexander							
<b>EVENING</b>							ENG 101 06	English Composition I	TR	9:30am-10:45am	3 NC	2-C Davis							
DDT-111 50	Basic Drafting	MW	6:00pm-9:00pm	4 NC	151B	Staff	ENG 101 07	English Composition I	MWF	10:00am-10:50am	3 NC	2-C Dice							
DDT-112 50	Desc. Geometry/Multi-View Drawing	MW	6:00pm-9:00pm	4 NC	151B	Staff	ENG 101 08	English Composition I	MWF	11:00am-11:50am	3 NC	2-D Dice							
DDT-121 50	Introduction to CADD	MW	6:00pm-9:00pm	4 NC	151A	Staff	ENG 102 01	English Composition II	TR	11:00am-12:15pm	3 NC	2-C Ryan							
DDT-131 50	Advanced CADD	MW	6:00pm-9:00pm	4 NC	151A	Staff	ENG 102 02	English Composition II	TR	8:00am-9:15am	3 NC	2-C Staff							
DDT-143 50	AutoCAD AME	MW	6:00pm-9:00pm	4 NC	151A	Staff	ENG 102 03	English Composition II	MWF	8:00am-9:50am	3 NC	2-C Alexander							
DDT-144 50	Electrical/Electronic Drafting	MW	6:00pm-9:00pm	4 NC	151A	Staff	ENG 102 04	English Composition II	MWF	9:00am-9:50am	3 NC	2-C Davis							
EGR-125 50	Engineering Drawing	T	6:00pm-9:00pm	3 NC	151A	Staff	ENG 102 05	English Composition II	TR	9:30am-10:45am	3 NC	2-C Dice							
<b>FIRST SPLIT TERM</b>							ENG 102 07	English Composition II	MWF	10:00am-11:50am	3 NC	2-D Gregory							
DDT 111 60	Basic Drafting	MTWRF	9:30am-11:45am	4 NC	151B	Stringfellow	ENG 102 08	English Composition II	TR	11:00am-12:15pm	3 NC	2-D Ryan							
DDT 133 60	Civil Drafting	MTWRF	12:15pm-2:30pm	4 NC	151B	Stringfellow	ENG 246 01	Creative Writing I	TR	9:30am-10:45am	3 NC	2-E Dice							
DDT 143 60	AutoCAD AME	MTWRF	9:30am-11:45am	4 NC	1														

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR
<b>GEOGRAPHY</b>						
GEO 100 01	World Regional Geography	TR	8:00am-9:15am	3	NC	277
GEO-100 50	World Regional Geography	M	6:00pm-8:45pm	3	NC	277
GEO-200 50	Geography of North America	W	6:00pm-8:45pm	3	NC	277
<b>GEOLOGY</b>						
GLY 101 01	Introduction to Geology I Lab 11-1pm W	MWF	9:00am-9:50am	4	NC	277
GLY-101 50	Introduction to Geology I Lab 7:15-9:15pm T	TR	6:00pm-7:15pm	4	NC	277
<b>GRAPHIC &amp; PRINTING COMMUNICATIONS</b>						
GPC 111 01	Camera & Developing	MW	8:00pm-2:45pm	6	Fredd	501
GPC 112 01	Offset Presswork	MW	8:00am-2:45pm	6	Fredd	501
GPC 113 01	Orientation & Safety	F	8:00am-2:45pm	3	Fredd	501
GPC 121 01	Computerized/Design/Layout	MW	8:00am-2:45pm	6	Fredd	501
GPC 122 01	Stripping & Platemaking	TR	8:00am-2:45pm	6	Fredd	501
GPC 123 01	Printing, Math & Chemistry	F	8:00am-2:45pm	3	Fredd	501
GPC 131 01	Bindery	TR	8:00am-2:45pm	6	Fredd	501
GPC 132 01	Printing Production	TR	8:00am-2:45pm	6	Fredd	501
<b>GERONTOLOGICAL SERVICES</b>						
GRS 110 01	Introduction to Gerontology	MWF	TBA	3	Fredd	502
GRS 111 01	Health and Aging	MWF	TBA	3	Fredd	502
GRS 112 01	Aging and Society	MWF	TBA	3	Fredd	502
GRS 113 01	Social Casework	MWF	TBA	3	Fredd	502
GRS 121 01	Fieldwork	F	TBA	3	Fredd	502
<b>HOME ECONOMICS</b>						
HEC 140 01	Principles of Nutrition	TR	9:30am-10:45am	3	NC	234
HEC-140 50	Principles of Nutrition	T	6:00pm-8:45pm	3	NC	234
<b>HEALTH</b>						
HED 199 01	Ecological App/Health & Fitness	TR	11:00am-12:15pm	3	NC	234
HED 199 02	Ecological App/Health & Fitness	MWF	10:00am-10:50am	3	NC	234
HED 199 03	Ecological App/Health & Fitness	MWF	11:00am-11:50am	3	NC	234
HED 199 04	Ecological App/Health & Fitness	TR	12:30pm-1:45pm	3	Fredd	115
HED 221 01	Personal Health	TR	8:00am-9:10am	3	NC	234
HED 221 02	Personal Health	MWF	8:00am-8:50am	3	NC	163
HED 221 03	Personal Health	MWF	9:00am-9:50am	3	NC	234
HED 221 08	Personal Health	TR	9:30am-10:45am	3	NC	163
HED 221 04	Personal Health	TR	10:00am-11:15am	3	NC	163
HED 221 05	Personal Health	TR	11:00am-12:15pm	3	NC	235
HED 221 06	Personal Health	MWF	12:00pm-12:50pm	3	NC	163
HED 221 07	Personal Health	TR	1:30pm-2:45pm	3	NC	163
HED 221 09	Personal Health	TR	2:00pm-3:15pm	3	NC	163
HED 231 01	First Aid	TR	8:00am-9:15am	3	NC	163
HED 231 02	First Aid	MWF	10:00am-10:50am	3	NC	262
HED 231 03	First Aid	MWF	9:00am-9:50am	3	NC	2-E
<b>EVENING</b>						
HED-199 50	Ecological App/Health & Fitness	T	6:00pm-8:45pm	3	NC	262
HED-221 50	Personal Health	W	6:00pm-9:00pm	3	NC	163
HED-221 51	Personal Health	R	6:00pm-9:00pm	3	NC	163
HED-231 50	First Aid	M	6:00pm-9:00pm	3	NC	163
<b>HISTORY</b>						
HIS 101 01	Western Civilization I	MWF	8:00am-8:50am	3	NC	261
HIS 101 02	Western Civilization I	MWF	9:00am-9:50am	3	NC	261
HIS 101 03	Western Civilization I	MWF	11:00am-11:50am	3	NC	261
HIS 102 01	Western Civilization II	TR	8:00am-9:15am	3	NC	261
HIS 102 02	Western Civilization II	TR	9:30am-10:45am	3	NC	261
HIS 102 03	Western Civilization II	TR	12:30pm-1:45pm	3	NC	261
HIS 201 01	U.S. History I	TR	8:00am-9:15am	3	NC	263
HIS 201 02	U.S. History I	TR	11:00am-12:15pm	3	NC	241
<b>EVENING</b>						
HIS-101 50	Western Civilization I	T	6:00pm-8:45pm	3	NC	274
HIS-102 50	Western Civilization II	R	6:00pm-8:45pm	3	NC	274
HIS-201 50	U.S. History I	M	6:00pm-8:45pm	3	NC	274
HIS-202 50	U.S. History II	W	6:00pm-8:45pm	3	NC	274
<b>HUMANITIES</b>						
HUM 299 01	Directed Studies in the Humanities Honors Topic Seminar Unit I Aug. 20-Sept. 24 1997	MWF	12:00pm-12:50pm	1	NC	CONF-12 Grote/Ryan
HUM 299 02	Directed Studies in the Humanities Honors Topic Seminar Unit II Sept. 29-Oct. 29 1997	MWF	12:00pm-12:50pm	1	NC	CONF-12 Grote/Ryan
HUM 299 03	Directed Studies in the Humanities Honors Topic Seminar Unit III Nov. 3-Dec. 10 1997	MWF	12:00pm-12:50pm	1	NC	CONF-12 Grote/Ryan
HUM 299 04	Directed Studies in the Humanities Leadership Seminar Unit I Aug. 21-Sept. 21 1997	TR	12:30pm-1:45pm	1	NC	CONF-12 Grote/Ryan
HUM 299 05	Directed Studies in the Humanities Leadership Seminar Unit II Sept. 25-Oct. 28 1997	TR	12:30pm-1:45pm	1	NC	CONF-12 Grote/Ryan
HUM 299 06	Directed Studies in the Humanities Leadership Seminar Unit III Oct. 30-Dec. 9	TR	12:30pm-1:45pm	1	NC	CONF-12 Grote/Ryan
IDS 111 01	Practical Nursing Leadership	F	8:00am-9:00am	1	NC	171-E Williams
IDS 112 01	ADN Leadership	TBA	TBA	1	NC	TBA Williams
IDS 200 01	College Scholars Bowl Workshop	TR	12:30pm-1:30pm	2	NC	CONF-2 Layton

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## AUTOMOTIVE TECHNOLOGY

This fall Shelton will open a new Automotive Technology program that will prepare students to become trained technicians. This new partnership between the Shelton and the Automobile Dealers Association of Tuscaloosa is a cooperative effort that is designed to meet the growing need for trained automotive technicians for this area. Classes will be offered during the day and evening and will be housed in new laboratory space on the Fredd campus. Jerry Handley from Winfield, Alabama, will be the instructor for the program.

Shelton State will offer a number of scholarships this fall to students entering the program. New state-of-the-art equipment is being purchased for the program. Shelton's Automotive Technology program will provide local automotive dealers with trained technicians.

The new Automotive Technology program complements Shelton's Auto Body Repair program that is already located on the Fredd Campus. With these two programs, Shelton will offer a comprehensive training program.

For more information on the Automotive Technology program and the available scholarships, contact the Admissions Office for the technical programs, 391-2415 or 391-2414.

**Don't forget the  
SHELTON STATE  
FOUNDATION'S  
6TH ANNUAL  
BARBECUE BASH  
September 11, 1997  
New Campus Dining Hall**

**Silent Auction: 5:30 p.m.  
Dinner: 6 p.m.  
Bingo: 7-9 p.m.  
Tickets: \$15**

**Call 391-2298 for  
Reservations.**

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR	COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR							
<b>INDUSTRIAL ELECTRONICS</b>																				
ILT 100 01	Applied Electronic Computation	MTR	8:00am-9:00am	3	NC	171E	Tucker	continued from previous column	MWF	11:00am-12:10am	4	NC	161	Cantrell						
ILT 102 01	Applied Boolean Algebra	MTW	8:00am-9:00am	3	NC	171G	Seales	MTH 092 04	MWF	12:30pm-1:40pm	4	NC	161	Staff						
ILT 190 01	Special Projects	TBA	TBA	3	NC	171C	Staff	MTH 092 05	TR	12:30pm-2:10pm	4	NC	162	Staff						
<b>FIRST SPLIT TERM</b>																				
ILT 111 60	D.C. Fundamentals/Lab	MTWR	9:00am-2:20pm	6	NC	171A	Tucker	MTH 092 06	TR	3:30pm-5:10pm	4	NC	162	Staff						
ILT 111 61	D.C. Fundamentals/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	MTH 092 07	TR	3:30pm-5:10pm	4	NC	162	Staff						
ILT 111 62	D.C. Fundamentals/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH 109 01	Intermediate College Algebra	MWF	8:00am-8:50am	3	NC	273	Gordouze					
ILT-111 63	D.C. Fundamentals/Lab	MTWR	3:00pm-6:00pm	6	NC	171	Seales	MTH 109 02	Intermediate College Algebra Computer assisted instruction	MW	8:00am-9:15am	3	Fredd	101	McCracken					
ILT-111 64	D.C. Fundamentals/Lab	MTWR	6:00pm-9:00pm	6	NC	171	Seales	MTH 109 03	Intermediate College Algebra	TR	8:00am-9:15am	3	NC	273	Baggett					
ILT 111 69	D.C. Fundamentals/Lab	MTWR	TBA	6	NC	171	Seales	MTH 109 04	Intermediate College Algebra Computer assisted instruction	MW	9:30am-10:45am	3	Fredd	101	McCracken					
ILT 131 60	Solid State Devices/Lab	MTWR	9:00am-2:20pm	6	NC	171A	Tucker	MTH 109 05	Intermediate College Algebra	TR	9:30am-10:45am	3	NC	273	Blount					
ILT 131 61	Solid State Devices/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	MTH 109 06	Intermediate College Algebra	MWF	9:00am-9:50am	3	NC	273	Blount					
ILT 131 62	Solid State Devices/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH 109 07	Intermediate College Algebra	MWF	10:00am-10:50pm	3	NC	273	Gordouze					
ILT-131 63	Solid State Devices/Lab	MTWR	3:00pm-6:00pm	6	NC	171	Seales	MTH 109 08	Intermediate College Algebra	MWF	11:00am-11:50am	3	NC	273	Gordouze					
ILT-131 64	Solid State Devices/Lab	MTWR	6:00pm-9:00pm	6	NC	171	Seales	MTH 109 09	Intermediate College Algebra Computer assisted instruction	TR	11:00am-12:15pm	3	Fredd	101	Baggett					
ILT 131 69	Solid State Devices/Lab	MTWR	TBA	6	NC	171	Seales	MTH 112 01	Precalculus Algebra	MWF	8:00am-8:50am	3	NC	162	Taylor					
ILT 211 61	Digital Techniques/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	MTH 112 02	Precalculus Algebra	MWF	9:00am-9:50am	3	NC	162	Staff					
ILT 211 62	Digital Techniques/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH 112 03	Precalculus Algebra	MWF	10:00am-10:50am	3	NC	162	Staff					
ILT-211 63	Digital Techniques/Lab	MTWR	3:00pm-6:00pm	6	NC	171	Seales	MTH 113 01	Precalculus with Trigonometry	MWF	8:00am-8:50am	3	NC	241	Blount					
ILT-211 64	Digital Techniques/Lab	MTWR	6:00pm-9:00pm	6	NC	171	Seales	MTH 116 01	Mathematical Appreciation	TR	8:00am-9:15am	3	NC	161	Taylor					
ILT 211 69	Digital Techniques/Lab	MTWR	TBA	6	NC	171	Seales	MTH 116 02	Mathematical Appreciation	TR	9:30am-10:45am	3	NC	161	Taylor					
ILT 232 60	Television Basics/Lab	MTWR	9:00am-12:00n	6	NC	171C	Seales	MTH 120 01	Business Precalculus Algebra	MWF	9:00am-9:50am	3	NC	262	Baggett					
ILT 234 60	Microcomputer Systems/Lab	MTWR	9:00am-12:00n	6	NC	171C	Seales	MTH 120 02	Business Precalculus Algebra	MWF	11:00pm-11:50pm	3	NC	262	Baggett					
<b>SECOND SPLIT TERM</b>																				
ILT 121 70	A.C. Fundamentals/Lab	MTWR	9:00am-2:20pm	6	NC	171A	Tucker	MTH 127 01	Analytic Geometry & Calculus I Computer assisted instruction	TR	8:00am-9:40am	4	NC	244D	Cantrell					
ILT 121 71	A.C. Fundamentals/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	MTH 128 01	Analytic Geometry & Calculus II	TR	12:30pm-2:10pm	4	Fredd	401	Cochrane					
ILT 121 72	A.C. Fundamentals/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH 146 01	Calculus for Business Computer assisted instruction	TR	8:00am-9:15am	3	NC	244F	Jones					
ILT-121 73	A.C. Fundamentals/Lab	MTWR	3:00pm-6:00pm	6	NC	171	Seales	MTH 146 03	Calculus for Business Computer assisted instruction	TR	9:30am-10:45am	3	NC	244F	Jones					
ILT 121 74	A.C. Fundamentals/Lab	MTWR	6:00pm-9:00pm	6	NC	171	Seales	MTH 228 01	Analytic Geometry & Calculus III Computer assisted instruction	MWF	12:00pm-1:10am	4	NC	244F	Blount					
ILT 121 79	A.C. Fundamentals/Lab	TBA	TBA	6	NC	171	Seales	MTH 253 01	Differential Equations	TR	12:30pm-1:45pm	3	NC	161	Cantrell					
ILT 141 70	Electronic Circuits/Lab	MTWR	9:00am-2:20pm	6	NC	171A	Tucker	MTH 109 11	Intermediate College Algebra	TR	1:00pm-2:15pm	3	NC	273	Blount					
ILT 141 71	Electronic Circuits/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	MTH 109 12	Intermediate College Algebra Computer assisted instruction	TR	2:00pm-3:15pm	3	Fredd	101	Staff					
ILT 141 72	Electronic Circuits/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH 109 13	Intermediate College Algebra	TR	4:00pm-5:15pm	3	NC	273	McCracken					
ILT 221 71	Microprocessor Basics/Lab	MTWR	9:00am-12:00n	6	NC	171	Seales	<b>EVENING</b>												
ILT 221 72	Microprocessor Basics/Lab	MTWR	12:00n-3:00pm	6	NC	171	Seales	MTH-091 50	Developmental Algebra I	M	6:00pm-9:35pm	4	NC	234	Staff					
ILT-221 73	Microprocessor Basics/Lab	MTWR	3:00pm-6:00pm	6	NC	171	Seales	MTH-091 51	Developmental Algebra I	T	6:00pm-9:35pm	4	NC	272	Staff					
ILT-221 74	Microprocessor Basics/Lab	MTWR	6:00pm-9:00pm	6	NC	171	Seales	MTH-092 50	Developmental Algebra II	M	6:00pm-9:35pm	4	NC	236	Staff					
ILT 221 79	Microprocessor Basics/Lab	MTWR	TBA	6	NC	171	Seales	MTH-109 51	Intermediate College Algebra	R	6:00pm-9:35pm	4	NC	272	Staff					
ILT 100 90	Applied Electronic Computation	MTW	TBA	3	NC	171A	Tucker	MTH-109 52	Intermediate College Algebra	T	6:00pm-8:45pm	3	NC	242	Staff					
<b>LANDSCAPE &amp; TURF MANAGEMENT</b>																				
LOM 111 01	Landscape Design I	MW	8:00am-10:30am	3	Fredd	204	Crim	MTH-112 50	Precalculus Algebra	R	6:00pm-8:45pm	3	NC	243	Staff					
LOM 151 01	Introduction to Horticulture	TR	8:00am-10:30am	3	Fredd	204	Crim	MTH-113 50	Precalculus with Trigonometry	T	6:00pm-8:45pm	3	NC	162	Gordouze					
LOM-115 50	Ornamental Plant Identification	MT	5:00pm-7:30pm	3	NC	D-1	Crim	MTH-116 50	Mathematical Appreciation	R	6:00pm-8:45pm	3	NC	162	Staff					
TRF 110 01	Horticulture Science	TR	8:00am-10:30am	3	Fredd	204	Crim	MTH-118 50	Modern Mathematic Applications	W	6:00pm-8:45pm	3	NC	162	Staff					
TRF 120 01	Urban Pest Management	TR	12:00n-2:30pm	3	Fredd	204	Crim	MTH-120 50	Business Precalculus Algebra	M	6:00pm-8:45pm	3	NC	161	Staff					
TRF 156 01	Nursery Crop Production	MW	12:00n-2:30pm	3	Fredd	204	Crim	MTH-127 50	Analytic Geometry & Calculus I	W	6:00pm-8:45pm	3	NC	244F	Cantrell					
TRF-141 50	Pesticides	MT	5:00pm-7:30pm	3	NC	D-1	Crim	MTH-146 50	Calculus for Business	W	6:00pm-8:45pm	3	NC	241	Staff					
<b>LIBRARY SCIENCE</b>																				
LBS 101 01	Introduction to Library Use I	W	9:00am-9:50am	1	NC	Library	Staff	<b>MUSIC</b>												

COURSE NUMBER	SEC TITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR	COURSE NUMBER	SEC TITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR							
<b>NURSING</b>																		
LPN 101 01	Technical Communications Skills For LPN students	TR	8:00am-9:15am	3	NC	2-F	Davis P	PHL 206 01	Ethics & Society	MWF	1:00pm-1:50pm							
LPN 111 01	Body Structure & Function	MWF	8:00am-9:10am	4	NC	284	Roberts	PHL-206 50	Ethics & Society	R	6:00pm-8:45pm							
LPN 112 01	Clinical Symposium I	M	3:00pm-3:50pm	1	NC	171E	Bowden											
LPN 115 01	Fundamentals of Nursing Lab Aug 8-Oct 31 1997 TR 8-3:30pm Clinical Oct 6-Dec 5 1997 TR 7-3pm	MWF	12:00pm-1:45pm	10	NC	284	Bowden											
LPN 122 01	Basic Pharmacology	MWF	10:00am-10:50am	3	NC	283	Roberts	PED 103 01	Beginning Weight Training	MWF	8:00am-8:50am							
LPN 124 01	Maternal Child Health	TR	8:00am-10:00am	7	NC	274	Smith	PED 103 02	Beginning Weight Training	MWF	8:00am-8:30am							
LPN 135 01	Clinical Symposium III	T	3:30pm-4:50pm	1	NC	171E	Smith	PED 103 03	Beginning Weight Training	TR	8:00am-8:30am							
LPN 141 01	Nursing of Adults II Class meets 10:45-12pm & 1:30-1:15pm TR Clinical 7-3pm MW	TR	10:45am-3:15pm	11	NC	284	Hill	PED 103 04	Beginning Weight Training	TR	8:00am-8:30am							
NAS 101 01	Introduction to Nursing/Nutrition	M	8:00am-10:00am	2	NC	126	Staff	PED 103 05	Beginning Weight Training	MWF	10:00am-10:50am							
NAS 102 01	Body Structure & Function	M	10:00am-12:00pm	2	NC	126	Staff	PED 103 06	Beginning Weight Training	MWF	10:00am-10:30am							
NAS 103 01	Fundamental Skills I	T	8:00am-12:00pm	4	NC	126	Staff	PED 103 07	Beginning Weight Training	TR	10:00am-11:30am							
NAS 104 01	Fundamentals Lab I Lab Aug 20-Oct 3 1997 Clinical Oct 6-Dec 5 1997	R	7:00am-3:00pm	4	NC	282	Staff	PED 103 08	Beginning Weight Training	TR	10:00am-10:30am							
NAS 201 01	Fundamental Skills II	TBA	TBA	2	NC	TBA	Staff	PED 103 09	Beginning Weight Training	MW	12:00pm-12:50pm							
NAS 202 01	Fundamentals Lab II	TBA	TBA	3	NC	TBA	Staff	PED 103 10	Beginning Weight Training	TR	12:00pm-1:30pm							
NAS 203 01	Management of Health Problems	TBA	TBA	6	NC	TBA	Staff	PED 103 11	Beginning Weight Training	TR	12:00pm-12:50pm							
NAS 204 01	Nutrition II/Diet Therapy	TBA	TBA	2	NC	TBA	Staff	PED 103 12	Beginning Weight Training	TR	2:00pm-2:50pm							
NUR 137 01	Nursing Fundamentals Lab TR 1-4pm or F 9-12pm Clinical T or R 7-3pm	MW	8:00am-10:00am	6	NC	291	Williams	PED 103 13	Beginning Weight Training	TR	2:00pm-3:30pm							
NUR 191 01	Pharmacological Nursing Lab T 10:30-12:30pm	T	8:00am-10:00am	3	NC	284	Fanning	PED 104 01	Intermediate Weight Training	MWF	8:00am-8:50am							
NUR 275 01	Maternal-Child Nursing Clinicals -2pm R & F Aug 21-Oct 10 1997	MTW	8:00am-10:45am	6	NC	254	Staff	PED 104 02	Intermediate Weight Training	MWF	8:00am-9:30am							
NUR 275 02	Maternal-Child Nursing Clinicals 7-2pm R & F Oct 27-Dec 10 1997	MTW	8:00am-10:45am	6	NC	254	Staff	PED 104 03	Intermediate Weight Training	TR	8:00am-9:30am							
NUR 278 01	Psych./Mental Health Nursing Clinicals 7-2pm R & R Aug 21-Oct 10 1997	MTW	8:00am-10:00am	7	NC	282	Staff	PED 104 04	Intermediate Weight Training	TR	8:00am-9:30am							
NUR 278 02	Psych./Mental Health Nursing Clinicals 7-2pm R & F Oct 27-Dec 10 1997	MTW	8:00am-10:00am	7	NC	282	Staff	PED 104 05	Intermediate Weight Training	MWF	10:00am-10:50am							
NUR 281 01	Concepts of Adult Nursing Clinical 6:30-3:30pm R & F Aug 21-Oct 10 1997	MTW	8:00am-10:00am	8	NC	281	Robinson	PED 104 06	Intermediate Weight Training	MWF	10:00am-11:30am							
NUR 281 02	Concepts of Adult Nursing Clinical 6:30-3:30pm R & F Oct 27-Dec 10 1997	MTW	8:00am-10:00am	8	NC	281	Robinson	PED 104 07	Intermediate Weight Training	TR	10:00am-11:30am							
NUR 296 01	Roles & Issues	M	11:00am-1:00pm	2	NC	283	Horton	PED 104 08	Intermediate Weight Training	TR	10:00am-11:30am							
NUR 296 02	Roles & Issues	W	11:00am-1:00pm	2	NC	283	Horton	PED 104 09	Intermediate Weight Training	MW	12:00pm-1:00pm							
<b>EVENING</b>																		
LPN-111 50	Body Structure & Function	M	6:00pm-9:45pm	4	NC	282	Turcker	PED 104 10	Intermediate Weight Training	TR	12:00pm-1:30pm							
LPN-122 50	Basic Pharmacology	R	6:00pm-8:45pm	3	NC	282	Staff	PED 104 11	Intermediate Weight Training	TR	12:00pm-1:30pm							
LPN-125 50	Clinical Symposium II	W	6:00pm-6:50pm	1	NC	282	Staff	PED 104 12	Intermediate Weight Training	TR	2:00pm-3:30pm							
LPN-131 50	Nursing of Adults I Clinical 3-11pm TR	MW	6:00pm-8:45pm	10	NC	282	Staff	PED 104 13	Intermediate Weight Training	TR	2:00pm-3:30pm							
<b>OFFICE ADMINISTRATION</b>																		
OAD 103 01	Beginning Typing/Keyboarding	MW	8:00am-9:15am	3	NC	265	Strong	PED 104 14	Personal Fitness	TR	12:00pm-1:30pm							
OAD 103 02	Beginning Typing/Keyboarding	MW	12:30pm-1:45pm	3	NC	265C	Strong	PED 104 15	Personal Fitness	TR	12:00pm-1:30pm							
OAD 103 03	Beginning Typing/Keyboarding	TR	11:00am-12:15pm	3	NC	265	Staff	PED 104 16	Beginning Aerobic Dance	MWF	10:00am-10:50am							
OAD 103 04	Beginning Typing/Keyboarding	F	8:00am-10:30am	3	NC	265D	Staff	PED 104 17	Beginning Aerobic Dance	TR	10:00am-11:30am							
OAD 104 01	Advanced Typing/Keyboarding	TR	9:30am-10:45am	3	NC	265	Strong	PED 104 18	Beginning Aerobic Dance	MW	12:00pm-1:00pm							
OAD 104 02	Advanced Typing/Keyboarding	TR	12:30pm-1:45pm	3	NC	265C	Strong	PED 104 19	Beginning Aerobic Dance	TR	12:00pm-1:30pm							
OAD 105 01	Professional Typing/Keyboarding	TR	8:00am-9:15am	3	NC	265C	Strong	PED 104 20	Beginning Aerobic Dance	TR	2:00pm-3:30pm							
OAD 111 01	Speedwriting I	MW	11:00am-12:15am	3	NC	265B	Black	PED 104 21	Beginning Aerobic Dance	MWF	10:00am-10:50am							
OAD 131 01	Business Vocabulary	TR	8:00am-9:15am	3	NC	265B	Black	PED 104 22	Beginning Aerobic Dance	TR	10:00am-11:30am							
OAD 141 01	Secretarial Accounting I	MW	9:30am-10:45am	3	NC	265A	Staff	PED 104 23	Beginning Aerobic Dance	MW	10:00am-10:50am							
OAD 142 01	Secretarial Accounting II	TR	9:30am-10:45am	3	NC	265D	Staff	PED 104 24	Beginning Aerobic Dance	TR	12:00pm-12:50pm							
OAD 190 01	Microsoft Word	TR	12:30pm-1:45pm	3	NC	265D	Strong	PED 104 25	Beginning Aerobic Dance	MW	11:00am-12:30pm							
OAD 191 01	Excel-Powerpoint	F	8:00am-10:30am	3	NC	265D	Strong	PED 104 26	Beginning Aerobic Dance	TR	1:30pm-2:45pm							
OAD 203 01	Speed and Accuracy (Cortez Peters)	MW	12:30pm-1:45pm	3	NC	265	Black	PED 133 01	Beginning Tennis	MW	3:00pm-4:30pm							
OAD 218 01	Secretarial Office Procedures	TR	11:00am-12:15pm	3	NC	265B	Staff	PED 134 01	Intermediate Tennis	TR	3:00pm-3:50pm							
OAD 220 01	Records and Information Management	MW	11:00am-12:15pm	3	NC	265A	Staff	PED 157 01	Beginning Fencing	MW	11:00am-12:30pm							
OAD 223 01	Transcription Skills/Medical Process	MW	12:30pm-1:45pm	3	NC	265	Black	PED 171 01	Beginning Basketball	MWF	10:00am-10:50am							
OAD 224 01	Machine Transcription	MW	12:30pm-1:45pm	3	NC	265	Black	PED 172 01	Intermediate Basketball	MWF	10:00am-10:50am							
OAD 225 01	Legal Machine Transcription	MW	12:30pm-1:45pm	3	NC	265	Black	PED 176 01	Beginning Volleyball	TR	11:00am-12:30pm							
OAD 226 01	Medical Machine Transcription	MW	12:30pm-1:45pm	3	NC	265	Black	PED 178 01	Beginning Soccer	MW	11:00am-12:30pm							
OAD 228 01	Word Processing I/WordPerfect I	MW	8:00am-9:15am	3	NC	265D	Black	PED 223 01	Methods Exercise/Wellness Inst.	MWF	10:00am-10:50am							
OAD 229 01	Word Processing II/Adv WordPerfect II	MW	9:30am-10:45am	3	NC	265C	Black	<b>EVENING</b>										
OAD-103 50	Beginning Keyboarding/Typing	M	6:00pm-9:00pm	3	NC	265C	Jordan	PED-101 50	Slimnastics I	MW	6:00pm-7:30pm							
OAD-104 50	Advanced Typing/Keyboarding	W	6:00pm-9:00pm	3	NC	265C	Davis	PED-101 51	Slimnastics I	TR	6:00pm-6:50pm							
OAD-105 50	Professional Typing/Keyboarding	W	6:00pm-9:00pm	3	NC	265C	Davis	PED-102 50	Slimnastics II	TR								

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR	COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS	ROOM	INSTRUCTOR								
<b>PHYSICS</b>																					
PHY 101 01	General Physics I Lab T 1-3 pm Rm 239E	TR	9:30am-10:45am	4	NC	239E	Fang	SPH 107 01	Fundamentals of Public Speaking	MWF	9:00am-9:50am	3	Fredd	115	Jolly						
PHY 101 02	General Physics I Lab R 1-3pm Rm 239E	TR	11:00am-12:15pm	4	NC	239E	Fang	SPH 107 02	Fundamentals of Public Speaking	TR	8:00am-9:15am	3	NC	2-B	Grote						
PHY 105 01	General Physics/w Calculus I Lab M 1-3pm Rm 239E	MWF	9:00am-9:50am	4	NC	239E	Fang	SPH 107 03	Fundamentals of Public Speaking	MWF	9:00am-9:50am	3	NC	2-B	Grote						
PHY 105 02	General Physics/w Calculus I Lab W 1-3pm Rm 239E	MWF	11:00am-11:50am	4	NC	239E	Fang	SPH 107 04	Fundamentals of Public Speaking	TR	9:30am-10:45am	3	NC	2-B	Grote						
<b>POLITICAL SCIENCE</b>																					
POL 211 01	American National Government	TR	11:00pm-12:15pm	3	NC	273	Staff	SPH 108 01	Voice & Diction	TR	8:00am-9:15am	3	NC	2-E	Staff						
POL 220 01	State & Local Government	MWF	10:00am-10:50am	3	NC	263	Staff	SPH 116 01	Intro/Interpersonal Communication	MWF	11:00am-11:50am	3	NC	2-B	Staff						
POL-211 50	American National Government	T	6:00pm-8:45pm	3	NC	273	Staff	SPH 116 02	Intro/Interpersonal Communication	MWF	8:00am-8:50am	3	Fredd	115	Jolly						
<b>PSYCHOLOGY</b>																					
PSY 107 01	Study Skills	TR	9:30am-10:20am	2	NC	TBA	Terry	SPH 116 03	Intro/Interpersonal Communication	TR	9:30am-10:45am	3	NC	2-B	Staff						
PSY 107 02	Study Skills	MW	10:00am-10:50am	2	NC	2-F	Terry	SPH 116 04	Intro/Interpersonal Communication	TR	12:30am-1:45pm	3	NC	234	Staff						
PSY 108 02	Stress Management	MW	4:00pm-5:00pm	2	NC	163	Davis	<b>SPEECH</b>													
PSY 200 01	General Psychology	MWF	8:00am-8:50am	3	NC	263	Staff	SPH 107 50	Fundamentals of Public Speaking	W	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY 200 02	General Psychology	MWF	9:00am-9:50am	3	NC	263	Staff	SPH-107 51	Fundamentals of Public Speaking	M	6:00pm-8:45pm	3	NC	2-G	Staff						
PSY 200 03	General Psychology	TR	9:30am-10:45am	3	NC	263	Kirksey	SPH-108 50	Voice & Diction	R	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY 200 04	General Psychology	TR	11:00am-12:15am	3	NC	263	Kirksey	SPH-116 50	Intro/Interpersonal Communication	T	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY 200 05	General Psychology	TR	2:00pm-3:15pm	3	NC	261	Jarrell	<b>EVENING</b>													
PSY 210 01	Human Growth & Development	MWF	11:00am-11:50am	3	NC	263	Mallory	SPH-107 50	Fundamentals of Public Speaking	W	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY 210 02	Human Growth & Development	TR	11:00am-12:15pm	3	NC	262	Mallory	SPH-107 51	Fundamentals of Public Speaking	M	6:00pm-8:45pm	3	NC	2-G	Staff						
PSY 210 03	Human Growth & Development	MWF	12:00pm-12:50am	3	NC	263	Mallory	SPH-108 50	Voice & Diction	R	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY 230 01	Abnormal Psychology	MWF	1:00am-1:50am	3	NC	263	Staff	SPH-116 50	Intro/Interpersonal Communication	T	6:00pm-8:45pm	3	NC	2-B	Staff						
PSY-200 50	General Psychology	M	6:00pm-8:45pm	3	NC	262	Staff	<b>THEATRE</b>													
PSY-200 51	General Psychology	R	6:00pm-8:45pm	3	NC	262	Staff	THR 113 01	Theatre Workshop I Call 345-3959 for class day & time	TR	8:00am-9:15am	3	NC	TBA	Speed						
<b>READING</b>																					
RDG 084 01	Developmental Reading II	MWF	9:00am-10:10am	4	NC	222	Staff	THR 113L 02	Theatre Workshop I Call 345-3959 for class day & time	TR	9:30am-10:45am	3	NC	TBA	Looney						
RDG 085 01	Developmental Reading III	TR	8:00am-9:40am	4	NC	223	Staff	THR 114 01	Theatre Workshop II Call 345-3959 for class day & time	TR	11:00am-12:15pm	3	NC	TBA	Looney						
RDG 085 02	Developmental Reading III	MWF	10:00am-11:10am	4	NC	152	Turner	THR 126 01	Introduction to Theatre	TR	8:00am-9:15am	3	NC	2-H	Looney						
RDG 085 03	Developmental Reading III	TR	11:00am-12:40am	4	NC	152	Turner	THR 126 02	Introduction to Theatre	TR	9:30am-10:45am	3	NC	2-H	Looney						
RDG 085 04	Developmental Reading III	MWF	12:00pm-1:10pm	4	NC	222	Turner	THR 131 01	Acting Techniques I	TR	11:00am-12:15pm	3	NC	2-H	Staff						
RDG 114 01	College Reading	TR	8:00am-9:15am	3	NC	222	Turner	THR 213 01	Theatre Workshop IV	TR	12:30pm-1:45pm	2	NC	TBA	Looney						
RDG 114 02	College Reading	TR	11:00am-12:15am	3	NC	222	Turner	THR 214 01	Theatre Workshop V	TR	12:30pm-1:45pm	2	NC	2-H	Looney						
RDG 114 03	College Reading	TR	12:30am-1:45am	3	NC	222	Turner	THR 215 01	Theatre Workshop VI	TR	12:30pm-1:45pm	2	NC	2-H	Looney						
<b>RDG-084 50</b>																					
RDG-085 50	Developmental Reading II	W	6:00pm-9:35pm	4	NC	222	Staff	THR 296 01	Directed Studies in Theatre Call 345-3959 for class day & time	TBA	TBA	3	NC	TBA	Staff						
RDG-114 50	Developmental Reading III	W	6:00pm-9:35pm	4	NC	223	Staff	<b>SECOND SPLIT TERM</b>													
REC 290 01	Practicum in Recreation Fitness Practicum	TR	3:00pm-4:30pm	3	NC	164B	Khoury-Murph	THR 113 70	Theatre Workshop I Call 354-3959 for class day & time	TR	8:00am-9:15am	3	NC	TBA	Looney						
REC 290L02	Practicum in Recreation Instructor Training	TR	3:00pm-4:00pm	2	NC	164B	Khoury-Murph	THR 114 70	Theatre Workshop II Call 345-3959 for class day & time	TR	9:30am-10:45am	3	NC	TBA	Looney						
REC-231 50	Health Club & Wellness Management	TR	3:00pm-4:15pm	3	NC	163	Green	THR 115 70	Theatre Workshop III Call 345-3959 for class day & time	TR	11:00am-12:15pm	3	NC	TBA	Looney						
<b>RELIGION</b>																					
REL 151 01	Survey of the Old Testament	TR	8:00am-9:15am	3	NC	2B	White	THR 213 70	Theatre Workshop IV	TR	12:30pm-1:45pm	2	NC	2-H	Looney						
REL-152 50	Survey of the New Testament	M	6:00pm-8:45pm	3	NC	2B	White	THR 214 70	Theatre Workshop V	TR	12:30pm-1:45pm	2	NC	2-H	Looney						
<b>REAL ESTATE</b>																					
RLS-286 50	Real Estate	M	6:00pm-9:35pm	4	NC	273	Turner	THR 215 70	Theatre Workshop VI	TR	12:30pm-1:45pm	2	NC	TBA	Looney						
<b>RESPIRATORY THERAPY</b>																					
RPT 121 01	Basic RC Procedures I	MWF	9:00am-12:00pm	7	Fredd	114	Spruell	TTM 111 01	Intro. to Travel & Tourism Mang.	TR	11:00am-12:15pm	3	NC	233	Swinney						
RPT 122 01	Basic RC Procedures I Lab	TR	9:00am-12:00pm	3	Fredd	107	Rainey	TTM 113 01	Introduction to Hospitality	TR	3:30pm-4:45pm	3	NC	233	Swinney						
RPT 122 02	Basic RC Procedures I Lab	TR	1:00pm-4:00pm	3	Fredd	107	Rainey	TTM 200 01	Travel Career Development	TR	2:00pm-										

## THE NEW CHILD DEVELOPMENT CENTER

Shelton State's Child Development Center is now accepting applications for the Fall Semester. Located on Shelton's new campus, 9500 Old Greensboro Road, the new Child Development Center offers:

- \* Breakfast, lunch, and afternoon snacks.
- \* Accreditation by the National Academy of Early Childhood Program.
- \* Registration for children between the ages of six weeks through kindergarten.
- \* Program offered Monday - Friday, 7 a.m. - 5:30 p.m.
- \* Reggio Emilia, Italy, pre-school philosophy.
- \* Experienced teachers and staff.
- \* \$365.00 a month cost.

The new Child Development Center will open August 11. Enrollment is limited. For more information, call 391-2225.



Shelton President Dr. Thomas E. Umprhey in the Center for Advanced Technology, Shelton's new campus.

## INTERESTED IN A CAREER IN AIR CONDITIONING AND REFRIGERATION?

When you choose a career in air conditioning and refrigeration (ACR), you choose a very important job. Heating, ventilating, air conditioning, and refrigeration (HVACR) technicians work on systems that control temperature, humidity, and air quality of enclosed spaces, thereby creating the right environment for people, food, medicines, computers, and countless other products.

A career in the HVACR industry provides both challenges and opportunities to make a difference in people's lives.

- \* by improving indoor air quality in homes, office buildings, hospitals, and factories.
- \* by designing and installing more energy efficient systems.
- \* by protecting the environment through responsible use of chlorofluorocarbon (CFC) and hydrochlorofluorocarbon (HCFC) refrigerants (which cause damage to the earth's ozone layer).
- \* by retrofitting air conditioning and refrigeration equipment to use new environmentally safe refrigerants.

Few environments exist where HVACR technicians are not required to maintain appropriate conditions for comfort and safety. The demand for qualified technicians is expected to increase well into the next century due to the demand for new industrial, commercial, and residential climate control systems. Maintenance and replacement of existing systems will also create job opportunities in the HVACR field.

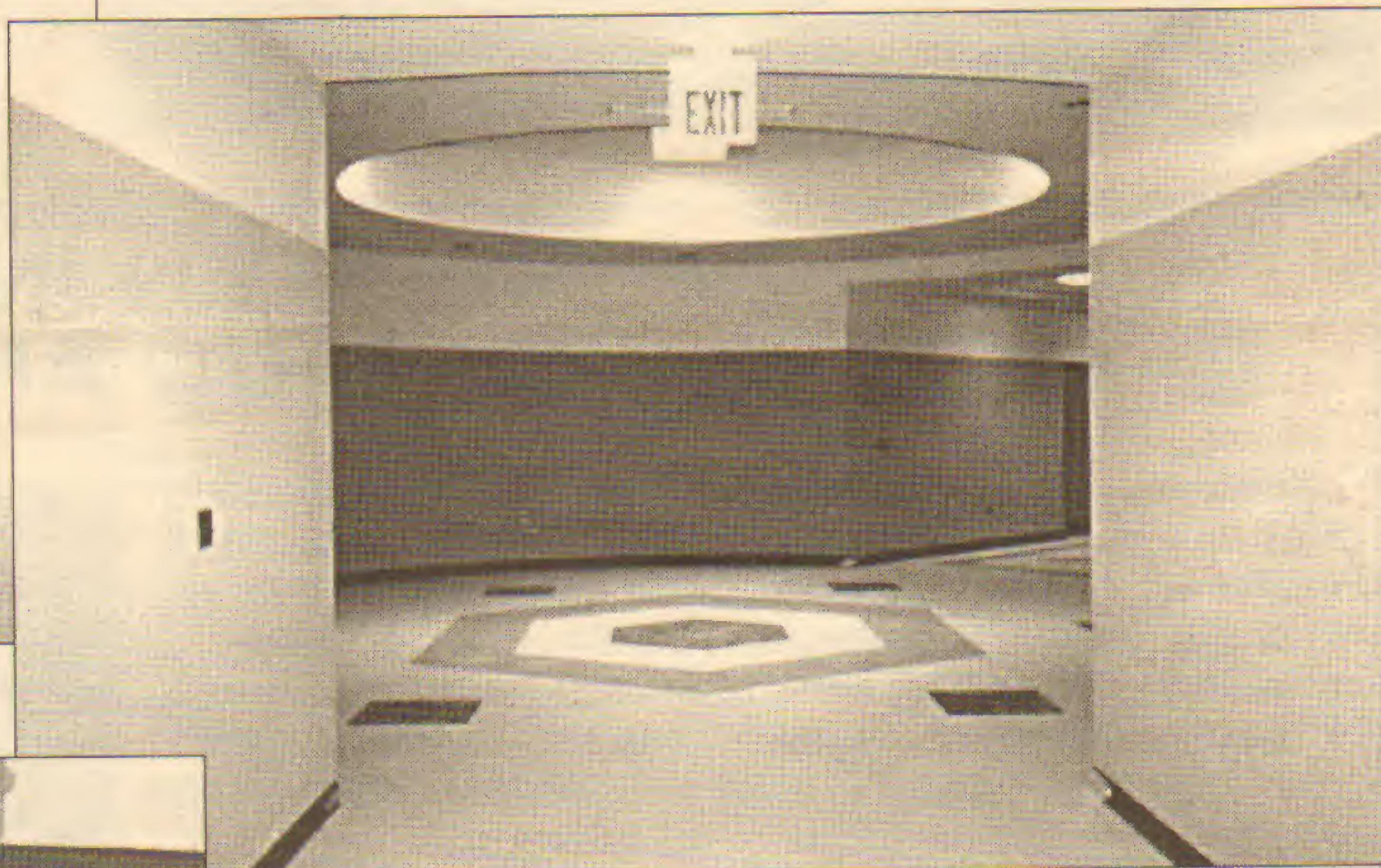
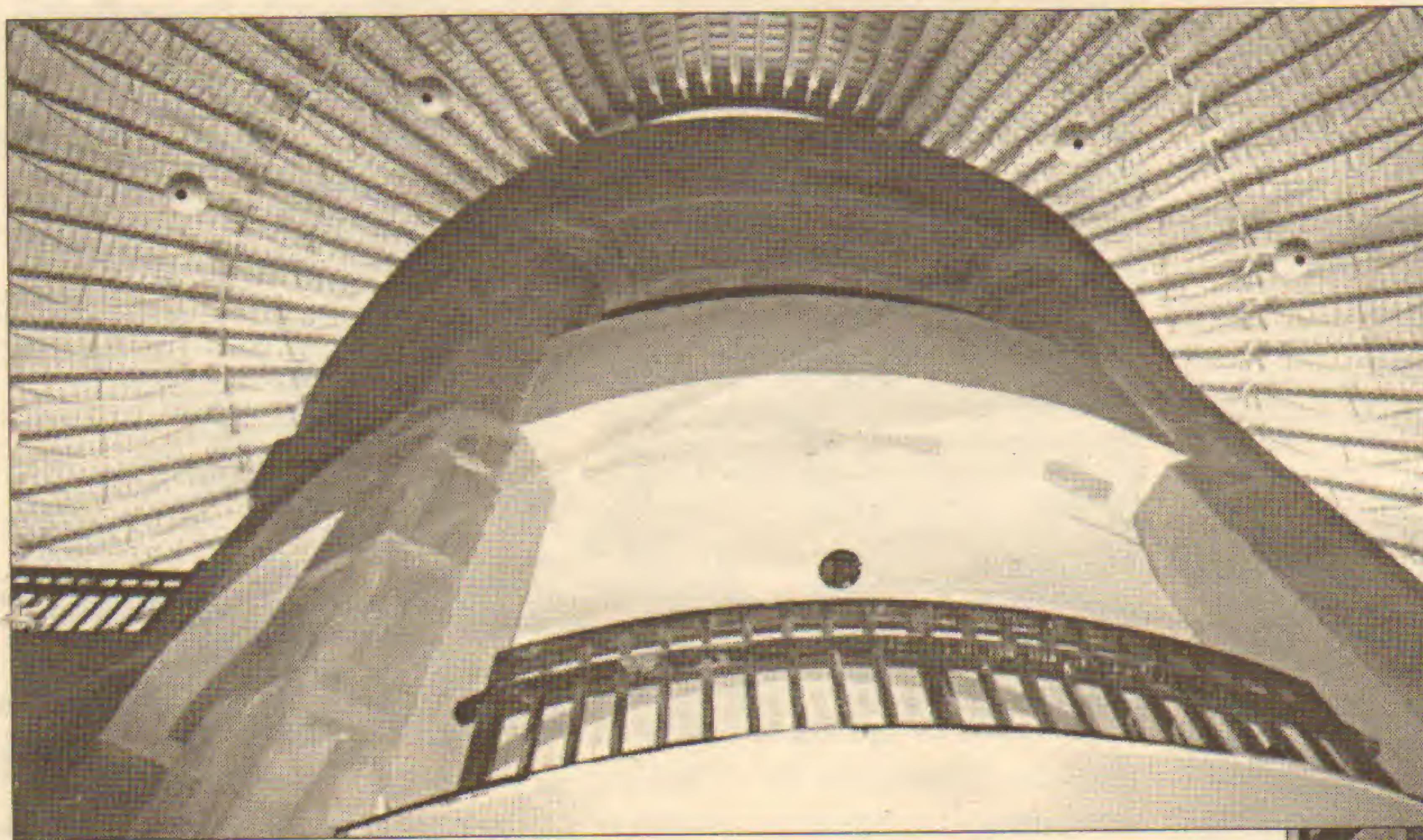
The ACR program at Shelton is comprehensive and includes instruction in air conditioning and refrigeration as well as heating and ventilation. Students have the opportunity to work with the latest equipment in the field as well as computer-aided instruction.

Shelton offers an associate in applied science degree and a certificate program in air conditioning and refrigeration technology. Classes are offered during the day, and a part-time program is offered in the evenings. For additional information stop by Room 131 on the college's new campus or call (205) 391-2421.



Sonny Logan, instructor of Air Conditioning and Refrigeration, offers students a friendly learning environment in state-of-the-art facilities.

## SHELTON'S NEW CAMPUS



Tim Johnson, Mike Jones, Clyde Oliver and Nicole Novak visit between classes at Shelton's new campus.



Stephanie Duncan dries Leisa Peraiah's hair during classes at Shelton's cosmetology department.

## NOTES...

**TRANSFER OF COURSES:** College advisors are assigned to help you complete your schedule. However, it is your responsibility to make sure you have satisfied all course prerequisites and to determine whether a course will be accepted at another institution.

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course for which you have not fulfilled all prerequisites, you may not receive credit for that course.

**CLASS CANCELLATIONS:** Shelton State reserves the right to cancel any class. Should a cancellation occur, you must see a counselor or your advisor for necessary schedule adjustments.

**ASSIGNMENT OF INSTRUCTORS:** The assignment of instructors to classes listed in this schedule is tentative. The college reserves the right to change the instructor assigned to any class offered.

*\*Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes. ALL INFORMATION IN THIS SCHEDULE IS SUBJECT TO CHANGE BY SHELTON STATE WITHOUT PRIOR NOTICE.*

*\*It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under any program, activity or employment.*

## WELLNESS CENTER

Slow down the aging process by working out in Tuscaloosa's most modern facility. Shelton State Community College offers you several options through the new Wellness Center.

Take a healthy cooking class, become a certified exercise/wellness instructor, or learn to operate and manage a health club.

The new Wellness Center offers a stress free environment with specialized wellness classes. Aerobic and body toning classes are taught in a newly-cushioned spacious exercise room. The super circuit room provides students with state-of-the-art equipment that helps burn fat and tones muscles during a short time period. This class is called General Conditioning, PED 118 or 119. Senior adult students may register for the exercise classes offered in the Wellness Center through the Continuing Education Division.

To learn more about Shelton's nationally recognized wellness program, contact Dr. Milady Murphy, (205) 391-2994 or 391-2995. At the Wellness Center, there is something for everyone!

## WATER/WASTEWATER PLANT OPERATOR

### Certificate Program

Due to the geographical dispersion of water/wastewater plant operators throughout the state, all courses leading to the water and wastewater plant operator certificate are available in an "independent study" format only. For more information on specific courses, call 205-391-2379.

CRS NO.	COURSE TITLE	CRS
WATER:		
WMT 101	Water Quality and Treatment Processes I	4
WMT 102	Water Quality and Treatment Processes II	4
WMT 220	Small Water Systems	3
WMT 221	Water Distribution Systems	3
WASTEWATER:		
WMT 103	Wastewater Treatment Processes I	4
WMT 104	Wastewater Treatment Processes II	4
WMT 203	Advanced Waste Treatment	4
TOTAL		26

All hours of this Certificate Program will count as credit in the Associate in Applied Science Degree in Water and Wastewater Management and Technology.

## SHELTON'S NEW LIBRARY

Shelton State's new library will be completed this summer and will be open to the public by September. The new library will be named in honor of Susan Phifer Cork and Karen Phifer Brooks in recognition of the long and positive relationship between Shelton State and Phifer Wire.

The new library offers a circulation desk near the door for items that leave the library and a second circulation desk deep in the library for items, such as audiovisuals and reserves, that circulate inside the library. Shelton's new library also offers three group study rooms.

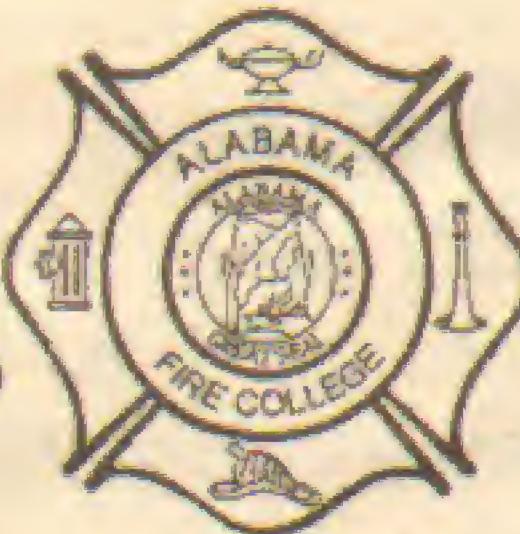
This new internal organization of the library is based on a concept called the "information commons" in which resources that are in the electronic or some other non-print format are centralized in one area. Computer terminal and audiovisual usage by individual students will be centralized in the new library. There will also be small group viewing rooms to accommodate students who wish to use audiovisual materials together.

Shelton's Library now located on the Skyland Campus will close at 10 p.m. on August 7th to prepare for the move. For more information call (205) 391-2381 or 391-2308.



## EMERGENCY MEDICAL TECHNICIAN PROGRAM

*Interested in an  
exciting career  
as a paramedic?*



Through the EMT training you can become confident that if a medical emergency threatens, you can provide important emergency care in the critical early minutes of an emergency. EMT training is helpful to anyone regardless of occupation and especially to those who deal with people, such as teachers, physical therapists, sports medicine personnel, social workers, and parents. The Program in Emergency Medicine, in addition to the EMT Basic, offers the Intermediate and Paramedic levels of training, which teach advanced medical procedures.

The EMT course includes:

- Cardiopulmonary resuscitation (CPR)
- Patient assist medication administration

- Bandaging, splinting
- Assessing and treating emergency conditions
- Automatic external defibrillation

**Registration is July 15 – 31, 1997**

8:00 a.m. – 5:00 p.m.

**Registration MUST be made at the Alabama Fire College 2015 McFarland Boulevard.**

However, if you are on a grant or receiving financial aid you must register at Shelton State Community College on the Skyland campus.



To enroll in the  
EMT Basic course  
a student must:

- Be 18 years of age
- Have a high school diploma or GED
- Have a current Alabama drivers license
- Provide ASSET scores or proof of test.

For more information, contact  
Emergency Medicine  
Alabama Fire College  
Phone 556-7504  
Monday – Friday 8-5

### FALL 1997 EMERGENCY MEDICINE CLASS SCHEDULE

EMS 140-01 EMS 141 EMS 142	* Basic/Day	Tue / Thu 9:00 am – 1:00 pm	15th Street Campus Room 101
EMS 140-50 EMS 141 EMS 142	* Basic/Night	Tue / Thu 6:00 – 10:00 pm	15th Street Campus Room 101
EMS 180-01 EMS 181 EMS 182	Intermediate/Day	Tue / Thu 9:00 am – 1:00 pm	15th Street Campus Room 103 Morrison Bldg.
EMS 180-50 EMS 181 EMS 182	Intermediate/Night	Mon / Wed 6:00 – 10:00 pm	15th Street Campus Room 101 Morrison Bldg.
EMS 183-50 EMS 186 EMS 189	** Intermediate Clinical/Night	Tuesday 6:00 – 10:00 pm	15th Street Campus Room 105-A Morrison Bldg
EMP 240 EMP 241 EMP 242	Paramedic Didactic	Mon / Wed 6:00 – 10:00 pm	15th Street Campus Room 103 Morrison Bldg.
EMP 243 EMP 244 EMP 245	*** Paramedic Clinical	Tuesday 6:00 – 10:00 pm	15th Street Campus Room 103 Morrison Bldg.
EMP 246 EMP 247 EMP 248 EMP 249	*** Paramedic Field Internship	Thursday 6:00 – 10:00 pm	15th Street Campus Room 103 Morrison Bldg.

\* An additional 32 hours are spent in Field and Clinical Rotations.

\*\* An additional 280 hours are spent in Field and Clinical Rotations.

\*\*\* An additional 160 hours are spent in Field and Clinical Rotations.

# SHELTON STATE COMMUNITY COLLEGE CONTINUING EDUCATION FALL PROGRAM 1997

## REGISTRATION INFORMATION

To receive information on Continuing Education classes, telephone (205) 391-2360, or fax (205) 391-2316. For your convenience, three enrollment options are available: (1) credit payment by telephone, using MasterCard or VISA; (2) payment in person, office #211 on the Skyland Campus until the last week of August. **(The office location will be moved to the New Campus the last week of August.)** Please address all correspondence after this time to 9500 Old Greensboro Road, Tuscaloosa, AL 35405.) (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education  
Shelton State Community College  
202 Skyland Boulevard  
Tuscaloosa, AL 35405

Attn: June Hollingsworth

Enrollment is not official until payment is received. If your business or organization is paying the registration fee, please enclose a copy of the requisition form or other information that reflects your request for payment. If the course has been filled at the time the registration form and fee are received, your payment will be returned. Incomplete application forms will not be processed.

Name: _____	Sex: _____	
Address: _____		
city	state	zip
Home Phone: _____	Work Phone: _____	
Social Security # _____	Date of Birth: _____	
Driver's License #: _____	State: _____	
Car Tag #: _____	Car Make: _____	Model: _____
MasterCard #: _____	EXD: _____	
VISA #: _____	EXD: _____	
Class/es desired: _____		
Amount enclosed: _____		

## PARKING

A parking permit is required for everyone participating in Continuing Education classes. The permit will be mailed with your confirmation letter. If your registration is not received in time for a confirmation letter to be sent, you may come by the Division of Continuing Education, to pick up your permit. The permit must be placed on the right hand side of the dashboard of your car. In the event that your permit is misplaced, you will be required to purchase a replacement at your expense from the Business Office. All cars parked without a permit will be ticketed.

## CEU POLICY

Continuing Education Units (CEUs) are offered for many of the Continuing Education courses. One CEU is granted for each ten contact hours of class instruction. In order for a participant to qualify for the CEU, he/she must attend at least ninety percent of the classes and display an understanding of the information covered in the course.

## CANCELLATION POLICY

Class participants have three working days following the first class meeting to file a written request for a refund. The request should include name, address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. All registrations will automatically be refunded for class cancellations due to insufficient enrollment.

address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. All registrations will automatically be refunded for class cancellations due to insufficient enrollment.

## TEXT BOOK RETURN POLICY

When purchasing your textbook, please do not remove the wrapper or write your name in the text until after the first class. This will prevent problems in returning the text in the event of class cancellation. Please make sure that you have purchased the correct text for your class before leaving the bookstore as refunds are not given unless a class cancels.

## TAX DEDUCTION

All expenses of Continuing Education professional development courses (including registration fees, travel, meals, and lodging) taken to maintain and improve professional skills are tax deductible. (Treas. Reg. 1.162-E Coughlin vs. Commissioner, 203 F2d307.)

## CUSTOMIZED COURSES

Customized computer courses specifically designed to meet your needs may be contracted for your business, organization, or for groups. Year-round scheduling of hands-on, flexible, and affordable classes on campus or at your company site is offered. For more information, contact (205) 391-2360 - telephone, or (205) 391-2316 - fax.

## COMPUTERS

### WINDOWS 3.1 COMPUTER TRAINING

#### CEU 126-50 INTRODUCTION TO DOS & WINDOWS 3.1, I

New Campus, Room 244-D 1.4 CEU - 5 sessions

Registration is required by August 14, 1997.

Instructor: Eva Lee Plyler Thurs. Aug. 21 - Sept. 18 6-9 p.m.

Max. 14 students Cost: \$85

#### CEU 126-51 INTRODUCTION TO DOS & WINDOWS 3.1, II

New Campus, Room 244-D 1.4 CEU - 5 sessions

Registration is required by October 30, 1997.

Instructor: Lois Gwinn Thurs. Nov. 6 - Dec. 11 6-9 p.m.

Max. 14 students Cost: \$85

Both of these courses have the same course content, differing only in instructor and date and time. Keyboarding or the ability to type is a prerequisite for this class. Lose your fear of computers with this intro to basic terms and programs. Have fun discovering computer terminology and gaining IBM PC familiarity. You will become familiar with hardware and software, and learn basic information regarding DOS & Windows. Learn about the operational functions and accessories of windows. This course provides a solid foundation for beginning PC users and is encouraged as a prerequisite for other computer classes. Text: WINDOWS 3.1 QUICK START, by Bergerud & Busche. Please bring one 3.5" high density disk.

#### CEU 245-50 ADVANCED DOS & WINDOWS 3.1

New Campus, Room 244-D 1.4 CEU - 5 sessions

Registration is required by September 25, 1997.

Instructor: Anthony Flannigan Thurs. Oct. 2 - Oct. 30 6-9 p.m.

Max. 16 students Cost: \$85

Introduction to DOS & Windows or the equivalent is a prerequisite for this course. Additional computer knowledge will also be an asset. The course is designed for those who have had some computer experience but would like to learn to load software, manage files, setup and modify Windows, run DOS applications from Windows, set up printers and CDrom drives. Included will be advanced knowledge of DOS and Windows. Please bring two 3.5" high density disks and the desire to learn. A text is not required for this course.

#### CEU 185 ONE DAY COMPUTER SEMINARS WINDOWS 3.1

New Campus, Room 244-D .6 CEU 9 a.m. - 4 p.m. Max. 16 students

Cost: \$75 per course

CEU 185-01 Fri. Sept. 5 Level I for DOS & Windows 3.1 Preregister by Aug. 29

CEU 185-02 Fri. Sept. 19 Level II for DOS & Windows Preregister by Sept. 12

Each one day seminar is a condensed course in the Windows 3.1 environment designed for those who do not have the time to invest in a full course but need to develop computer skills, or for those who want a refresher course. Please bring one high density 3.5" disk.

**WINDOWS 95 COMPUTER TRAINING****CEU 227-50 INTRODUCTION TO WINDOWS 95 I**

New Campus, Room 244-E 1.4 CEU - 5 sessions

Registration is required by August 18, 1997.

Instructor: TBA Mon. Aug. 25 - Sept. 29 6-9 p.m. Max. 18 students

Cost: \$99 Course description follows.

**CEU 227-51 INTRODUCTION TO WINDOWS 95 II**

New Campus, Room 244-C 1.4 CEU - 5 sessions

Registration is required by October 8, 1997.

Instructor: Cindy Jones Wed. Oct. 15 - Nov. 12 6-9 p.m. Max. 16 students

Cost: \$99 Course description follows.

**CEU 227-52 INTRODUCTION TO WINDOWS 95 III**

New Campus, Room 244-E 1.4 CEU - 5 sessions

Registration is required by October 27, 1997.

Instructor: TBA Mon. Nov. 3 - Dec. 1 6-9 p.m. Max. 18 students Cost: \$99

Keyboarding or the equivalent is a prerequisite for this course. The Windows 95 courses are identical in content. They are provided on different days for the convenience of student scheduling. This introductory course to Windows 95 will cover window basics to include exploring the windows desktop, working with disk organization, working with windows and menus, getting online help, managing files and folders, using windows explorer, starting applications, faxing, electronic mail and more. This course provides a foundation for beginning PC users and is encouraged as a prerequisite for other computer courses. Text: *WINDOWS 95 STEP BY STEP*, by Catapult, Inc. Please bring one 3.5" high density disk.

**CEU 228 ONE DAY COMPUTER SEMINARS WINDOWS 95**

New Campus, Room 244-E .6 CEU 9 a.m. - 4 p.m. Max. 16 students. Cost: \$75

CEU 228-01 Fri. Aug. 29 Level I for Windows 95 Preregister by Aug. 22

CEU 228-02 Fri. Sept. 5 Level I for Word for Windows 95 Preregister by Aug. 29

CEU 228-03 Fri. Sept. 12 Level I for Excel for Windows 95 Preregister by Sept. 5

CEU 228-04 Fri. Sept. 19 Level I for Internet\* Preregister by Sept. 12

CEU 228-05 Fri. Sept. 26 Level I for Quickbooks Pro Preregister by Sept. 19

CEU 228-06 Fri. Oct. 3 Level I COREL WordPerfect (244-C) Preregister by Sept. 26

CEU 228-07 Fri. Oct. 10 Level I for Lotus 1-2-3 (244-C) Preregister by Oct. 3

CEU 228-08 Fri. Oct. 17 Level I for Access Preregister by Oct. 10

CEU 228-09 Fri. Oct. 24 Level II for Windows 95 Preregister by Oct. 17

CEU 228-10 Fri. Oct. 31 Level II for Word for Windows 95 Preregister by Oct. 24

CEU 228-11 Fri. Nov. 7 Level II for Excel for Windows 95 Preregister by Oct. 31

CEU 228-12 Fri. Nov. 14 Level II for Quickbooks Pro Preregister by Nov. 7

CEU 228-13 Fri. Nov. 21 Level II for COREL WordPerfect (244-C) Preregister by Nov. 14

CEU 228-14 Fri. Dec. 5 Level II for Lotus 1-2-3 (244-C) Preregister by Nov. 26

CEU 228-15 Fri. Dec. 12 Level I for Powerpoint Preregister by Dec. 5

Each one day seminar is a condensed course in the Windows 95 environment designed for those who do not have the time to invest in a full course but need to develop computer skills, or for those who want a refresher course. Level I classes are introductory courses with Level II taught on the intermediate level. Bring one high density 3.5" disk. \*Please note that the lab does not allow each class participant to be on line during the internet training. However, excellent information is shared regarding the use of the internet to allow you to become a more proficient user.

**CEU 233-50 BASIC INTERNET**

New Campus, Room 244-E .9 CEU - 3 sessions

Registration is required by August 20, 1997.

Instructor: Cindy Jones Wed. Aug. 27 - Sept. 10 6-9:15 p.m.

Max. 12 students Cost: \$85

Learn about the Internet and going online, E-mail and LISTSERV in this course. Also explore the Web, Web Sites, and The Future. In no time you will maneuver through the Internet with ease. Please note that the lab does not allow for class participants to be on line during the internet training. However, excellent information is shared regarding use of the Internet to allow you to become a more proficient user. Bring your questions regarding the problems you are having in use of the Internet. Text: *CONQUERING THE INTERNET*, by Rutter, Ashton, Barksdale & Stephens.

**CEU 106-50 INTRODUCTION TO COREL WORDPERFECT FOR WINDOWS 95**

New Campus, Room 244-C 1.8 CEU - 6 sessions

Registration is required by October 2, 1997.

Instructor: Helen Sides Thurs. Oct. 9 - Nov. 13 6-9:15 p.m.

Max. 16 students Cost: \$99

Prerequisites for this course include keyboarding and an introduction to Windows course or the equivalent. Learn to use this popular word processing software package in the Windows 95 environment. Topics include basic Windows concepts such

as print/print preview, save, open/retrieve, cursor movement, date command, editing, selecting text, move/copy, speller/thesaurus/Grammatik, merge, and use of the mouse. Formatting will also be covered including margins, tabs, centering, flush right, underline, bold, justification, line spacing, page numbering, indenting, page breaks, and reveal codes. All the necessary information for word processing will be covered in this course. Text: *A PRACTICAL APPROACH TO COREL WORDPERFECT 7 FOR WINDOWS 95 COMPLETE COURSE*, by Mary Alice Eisch. Please bring one high density 3.5" disk.

**CEU 128-50 INTRODUCTION TO MICROSOFT WORD FOR WINDOWS 95 I**

New Campus, Room 244-E 1.8 CEU - 6 sessions

Registration is required by August 19, 1997. Instructor: Linda Carroll

Tues. Aug. 26 - Sept. 30 6-9:15 p.m. Max. 18 students Cost: \$99

**CEU 128-51 INTRODUCTION TO MICROSOFT WORD FOR WINDOWS 95 II**

New Campus, Room 244-E 1.8 CEU - 6 sessions

Registration is required by October 26, 1997.

Instructor: TBA Wed. Nov. 5 - Dec. 17 6-9:15 p.m.

Max. 18 students Cost: \$99

Prerequisites for this course include keyboarding and an introduction to Windows or the equivalent. Both of these courses have the same course content differing only in the instructor and dates the courses are offered. Word for Windows is the most powerful word processor written by Microsoft for the Windows environment. Topics include opening, closing, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy; search/replace; mouse movement; speller, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; time and date key; document views; selecting text; scroll bars; pagination; shortcut keys, inserting files and graphics. Text: *MICROSOFT WORD FOR WINDOWS 95 SMART START*, by Jerry Horazdovsky and Jodi Jensen. Please bring one high density 3.5" disk.

**CEU 160-50 INTERMEDIATE MICROSOFT WORD FOR WINDOWS 95**

New Campus, Room 244-E 1.8 CEU - 6 sessions

Registration is required by October 7, 1997. Instructor: Linda Carroll

Tues. Oct. 14 - Nov. 25 6-9:15 p.m. Max. 18 students Cost: \$99

Prerequisite to this course is Introduction to Microsoft Word or the equivalent. Learn to use style design, mail merge, graphics, tables and produce forms. Advanced document management and some desktop publishing will also be included as well as integrating with other Windows applications. Text: *WORD FOR WINDOWS 95 SMART START*, by Jerry Horazdovsky and Jodi Jensen. Please bring one high density 3.5" disk.

**CEU 132-50 INTRODUCTION TO MICROSOFT EXCEL FOR WINDOWS 95**

New Campus, Room 244-E 1.8 CEU - 6 sessions

Registration is required by August 14, 1997. Instructor: Steve Danford

Thurs. Aug. 21 - Sept. 25 6-9:15 p.m. Max. 18 students Cost: \$99

Microsoft Excel is a powerful spreadsheet program which performs financial, mathematical and logical functions displaying and linking multiple spreadsheets. You will learn to add emphasis to numeric data on the screen and to print documents by adding borders, boxes, shading and more. The class will concentrate on work sheets, working with ranges, using functions, editing, moving & copying data, graphing, project-costing, commands and non-command macros, and linking spreadsheets. Text: *POWER USERS GUIDE TO EXCEL FOR WINDOWS 95 NT*, by Mary Terese Cozzola & Dr. Ed Martin. Please bring one 3.5" high density disk.

**CEU 161-50 INTERMEDIATE MICROSOFT EXCEL FOR WINDOWS 95**

New Campus, Room 244-E 1.8 CEU - 6 sessions

Registration is required by September 25, 1997. Instructor: Steve Danford

Thurs. Oct. 9 - Nov. 13 6-9:15 p.m. Max. 18 students Cost: \$99

Prerequisite for this course is introduction to Microsoft Excel or the equivalent. Creating charts and sorting data is easy in Excel. Learn to create, modify and format charts; autoformats, work with graphics, sort data and use autofilter. Learn to customize your work area, use advanced formula construction, troubleshoot, use multiple file linking, consolidate worksheets, and use the protest and display options. Text: *POWER USERS GUIDE TO EXCEL FOR WINDOWS 95 NT*, by Mary Terese Cozzola & Dr. Ed Martin. Please bring one 3.5" high density disk.

**CEU 151-50 KEYBOARDING**

New Campus, Room 244-C 1.8 CEU - 6 sessions

Registration is required by August 14, 1997. Instructor: Eva Lee Plyler

Thurs. Aug. 21 - Sept. 25 6-9:15 p.m. Max. 16 students Cost: \$85

Learn to use a keyboard to prepare for data/word processing machines and computers. If you have never had any keyboard experience or typing training and need to learn in a short period of time, this course is for you. Alphabetic keys, numbers and common symbols will be covered. Drills and exercises will be utilized with speed and accuracy recorded. This course will help you to learn the touch typing system.

**CEU 231-50 INTRODUCTION TO QUICKBOOKS PRO**

New Campus, Room 244-E 1.5 CEU - 5 sessions

Registration is required by September 17, 1997. Instructor: Cindy Jones

Wed. Sept. 24 - Oct. 22 6-9:15 p.m. Max. 18 students Cost: \$99

Prerequisite for this course is a basic understanding of accounting. This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs and vendors; customizing fields; establishing product inventory records, ordering, receiving and paying for inventory; and more. Please bring one 3.5" high density disk.

**CEU 173-50 INTRODUCTION TO ACCESS**

New Campus, Room 244-C 1.8 CEU - 6 sessions

Registration is required by August 20, 1997. Instructor: Steve Danford

Wed. Aug. 27 - Oct. 1 6-9:15 p.m. Max. 18 students Cost: \$99

Prerequisite for this course is knowledge of Windows and word processing.

Discover this database management system for the Windows environment. Define database forms and worksheets, customize forms, enter and edit data. Learn to use tables, finding, editing, query, and macros; develop the form specifically designed to meet your report needs and data charts. Please bring one 3.5" high density disk. Text: *MICROSOFT ACCESS 7 FOR WINDOWS 95*, by Gregory Schultz.

**CEU 174-50 ASSEMBLE, UPGRADE, MAINTAIN,  
TROUBLESHOOT AND NETWORK YOUR PC**

New Campus, CONF 11 2.4 CEU - 8 sessions

Registration is required by September 2, 1997. Instructor: Anthony Flannigan

Tues. Sept. 9 - Oct. 28 6-9:15 p.m. Max. 15 students Cost: \$99

This course demonstrates inexpensive and painless methods for reviving your old, out-of-date PC. Clear, concise instructions will be provided making the upgrade, repair and networking of your system fun and easy. This course will allow you to save money and get to know your PC first hand and is a must for anyone wishing to truly understand and own a PC. Text: *UPGRADING AND FIXING YOUR PC'S FOR DUMMIES*, by Rathbon.

# LEADERSHIP & ORGANIZATIONAL DEVELOPMENT

**ZENGER-MILLER : CORE INTERPERSONAL SKILLS SEMINARS**

The Center for Advanced Productivity is proud to present the Zenger-Miller Training - a leadership development training program for managers and supervisors. Zenger-Miller, Inc. is internationally recognized as a leader of skills training programs and services. Over 2000 private and public organizations have implemented Zenger-Miller systems, including half of the Fortune 500 Companies. Frontline Leadership: Your Role and the Basic Principles is a prerequisite for all the remaining classes. Those who attend all six classes will receive a certificate for 2.4 CEUs at the conclusion of the courses.

**CEU 142-50 Zenger Miller FRONT LINE LEADERSHIP:  
YOUR ROLE AND BASIC PRINCIPLES**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Sept. 16 5:30 - 9:30 p.m.

Registration is required by September 9, 1997.

This course gives an overview of the expanding role of supervisors and managers and why the need for their personal skill development has never been greater. It also overviews the Frontline Leadership program and covers the Basic Principles of maintaining positive work relationships. The principles taught in this course are the building blocks for all other frontline leadership training. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 143-50 Zenger Miller GIVING CONSTRUCTIVE FEEDBACK**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Sept. 23 5:30 - 9:30 p.m.

Registration is required by September 16, 1997.

Develop your skill at delivering objective, honest feedback in a coherent fashion that will be relevant and useful to employees. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 144-50 Zenger Miller GETTING GOOD INFORMATION FROM OTHERS**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Sept. 30 5:30 - 9:30 p.m.

Registration is required by September 23, 1997.

Become familiar with and learn to apply key actions and techniques associated with obtaining good information from others. Learn to plan appropriately for gathering in-depth information that impacts decision making. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 145-50 Zenger Miller GETTING YOUR IDEAS ACROSS**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Oct. 7 5:30 - 9:30 p.m.

Registration is required by September 30, 1997.

This course provides skills that are particularly helpful for explaining tough decisions or complicated, possibly unpopular ideas. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 146-50 Zenger Miller DEALING WITH EMOTIONAL BEHAVIOR**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Oct. 14 5:30 - 9:30 p.m.

Registration is required by October 7, 1997.

Learn to focus on ways to defuse non-constructive emotional behavior in work situations and how to refocus energies toward positive, productive solutions to issues. Learn to recognize and deal with the anger and frustration of upset

employees (as well as your own anger). Text: A sixteen dollar text is provided in the cost of the course.

**CEU 147-50 Zenger Miller RECOGNIZING POSITIVE RESULTS**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 6 courses - \$325 Tues. Oct. 21 5:30 - 9:30 p.m.

Registration is required by October 14, 1997.

Build skills beyond giving basic feedback, by incorporating the motivating element of personal appreciation for a job well done. Become familiar with and learn to apply key actions and techniques designed to increase effectiveness. Text: A sixteen dollar text is provided in the cost of the course.

## MANAGING INDIVIDUAL PERFORMANCE

Prerequisites for these courses are the CORE INTERPERSONAL SKILLS SEMINARS. Perhaps no one person influences the degree of individual commitment and performance more than the direct supervisor or manager. The Managing Individual Performance cluster of four units helps participants develop an on-going process for maximizing employees' potential. Those who attend all four courses will receive a certificate for 1.6 CEUs at the conclusion of the courses.

**CEU 248-50 Zenger Miller ESTABLISHING PERFORMANCE EXPECTATIONS**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 4 courses - \$220 Tues. Oct. 28 5:30 - 9:30 p.m.

Registration is required by October 21, 1997.

This course offers a method for clearly focusing employees on the right targets, so they can get going quickly, keep goals in view and make better decisions. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 249-50 Zenger Miller DEVELOPING JOB SKILLS**New Campus, Room 141-C Instructor: Randy Jarrell Max. 15 students  
Cost: \$59 All 4 courses - \$220 Tues. Nov. 4 5:30 - 9:30 p.m.

Registration is required by October 28, 1997.

Learn to train others in technical, mechanical and/or interpersonal skills. Also, learn to help employees grow personally and professionally. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 250-50 Zenger Miller COACHING FOR OPTIMAL PERFORMANCE**New Campus, Room 141-C Registration is required by November 10, 1997.  
Max. 15 students Instructor: Randy Jarrell Tues. Nov. 18 5:30 - 9:30 p.m.

Cost: \$59 All 4 courses - \$220

Show how to help employees examine their own performance. Provides suggestions for generating employee commitment to improved results and mutually planning and carrying out ways to work smarter. Also covered are performance appraisal discussions. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 251-50 Zenger Miller TAKING CORRECTIVE ACTION**New Campus, Room 141-C Max. 15 students  
Registration is required by November 18, 1997. Instructor: Randy Jarrell  
Tues. Nov. 25 5:30 - 9:30 p.m. Cost: \$59 All 4 courses - \$220

This course provides tips for taking prompt action to correct unproductive behavior, replacing punishment with a high priority action plan for getting back on track. Text: A sixteen dollar text is provided in the cost of the course.

## ENTREPRENEUR DEVELOPMENT INSTITUTE

Are you interested in starting your own business? Maybe you already have a business but are interested in improving your "bottom line" based on today's competitive environment? Shelton State now offers the Entrepreneur Development Institute as part of the college's Center for Advanced Productivity. Instructors will assist you in learning to develop, write and test a business plan. Resource persons will be available to advise regarding changing trends, legal issues, financing, risk management, marketing and record keeping.

### CEU 274-50 ENTREPRENEUR DEVELOPMENT

New Campus, Room 244-C 20 weeks

Registration is required by October 27, 1997.

Instructors: Larry Mund & Fran Viselli Mon. Nov. 3 - Mar. 30 6-9 p.m. Cost: \$499

### CEU 274-51 ENTREPRENEUR DEVELOPMENT

New Campus, Room 244-C 20 weeks

Registration is required by October 27, 1997.

Instructor: Larry Mund & Fran Viselli Tues. Nov. 4 - Mar. 31 6-9 p.m. Cost: \$499

The content of these courses is the same differing only in the day the class meets. Topics covered in this course include: development of a working business plan; marketing analysis; selecting a location for your business; pricing strategy; legal issues; business management; human resources; promotion; sales; financial analysis; operations and global markets. Sound planning is critical to the success of any business. This course will provide information necessary for the development of a successful business endeavor. For more information contact Fran Viselli at (205) 391-2465.

## REAL ESTATE

### CEU 119-50 30 HOUR POST LICENSE

New Campus Room CONF 12 Instructor: Charles Storey 10 sessions

Cost: \$175 Registration is required by October 20, 1997.

Mon/Tues/Thurs Oct. 27, 28, 30, Nov. 3, 4, 6, 10, 13, 17, 18 6-9 p.m.

This course is required for newly licensed agents within six (6) months of license. It is necessary that you have your real estate license number and be associated with a broker or have a temporary license issued on inactive status to enroll in this class. The text is provided in the cost of the course.

## PROFESSIONAL DEVELOPMENT

### CEU 176-50 BASICS IN FALL FLORAL DESIGN

New Campus, Room 193 1.2 CEU - 6 sessions

Registration is required by August 18, 1997. Instructor: Randy Howell

Mon. Aug. 25 - Oct. 6 6 - 8:15 p.m. Max. 20 students Cost: \$65

This course will teach you basic principles in floral design including balance, stability, proportion, rhythm, and harmony as well as the elements of line, form, and texture. Information regarding containers, conditioning, and handling will assist in the development of outstanding technique in floral design. The first class will be an informational demonstration. In each remaining session, participants will receive guidance in the design of their own floral creation. All supplies are in addition to the cost of the course and purchased independently.

### NEW CEU 135-50 CHRISTMAS FLORAL DESIGN

New Campus, Room 193 1.2 CEU - 6 sessions

Registration is required by October 14, 1997. Instructor: Randy Howell

Mon. Oct. 20 - Nov. 24 6-8:15 p.m. Max. 20 students Cost: \$65

Get in the Christmas spirit with this class filled with holiday decorating ideas. Continue to develop the basic principles in floral design and produce marvelous decorating results. Classes include observation and hands-on experience in decorating with floral techniques. Register early to assure your place in this popular class. All supplies are in addition to the cost of the course and are to be purchased independently.

### CEU 130-50 BEGINNING SIGN LANGUAGE

New Campus, Room CONF 11 1.6 CEU - 8 sessions

Registration is required by August 29, 1997 Instructor: Vickie Brown

Mon. Sept. 8 - Oct. 27 6 - 8:15 p.m. Cost: \$65 Max. 15 students

This sign language series offers you the opportunity to learn to communicate in the language used by America's four million hearing impaired persons. The beginning conversational class introduces you to finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime in addition to providing a view of deaf culture. Students should complete this class with receptive and expressive practical elementary communication skills of Sign Language Continuum. Text: THE JOY OF SIGNING, 2nd Edition by L. Riekehof.

### CEU 121-50 BEGINNING CONVERSATIONAL SPANISH

New Campus, Room CONF 11 10 sessions

Registration is required by August 28, 1997. Instructor: Mariza Montenegro

Thurs. Sept. 4 - Nov. 6 6-8:15 p.m. Cost: \$99

"Si", you can speak Spanish! In this practical course, you will gain a background in grammatical structures, vocabulary and phonetics. You will practice phrases used in everyday Spanish conversation for business and travel while learning about the culture of Spanish speaking countries. Text: GETTING ALONG IN SPANISH, by Anna Jarvis & Raquel Lebreiro.

### CEU 134-50 SPEED READING

New Campus, Room CONF 6 6 sessions

Registration is required by September 29, 1997. Cost: \$65

Instructor: Dr. Charlene Richardson Mon/Wed. Oct. 6 - Oct. 22 6-7 p.m.

Does the idea of doubling or tripling your reading speed and increasing your comprehension sound appealing to you? Those required to do a lot of reading in their profession will find this course will bring valuable time-saving results. This course will teach you to develop skills and improve your comprehension, vocabulary and self confidence. Expand your vision and direct the flow of visual attention through this study. Home study and practice are encouraged for maximum results.

## NURSING CONTINUING EDUCATION

### CEU 171 NURSING SEMINARS

New Campus Location: TBA

During the months of September, October, November and December, Nursing Seminars will be offered to provide Continuing Education Units. Each seminar will address a single subject topic affecting nursing. Topics to be addressed are: Alzheimer's Disease, Musculoskeletal Review and Assessment Techniques, Industrial Nursing and Elder Abuse. The seminars will range from two to three hours in length and be held during the evening hours. Cost for each seminar is \$25. For more information, please contact Continuing Education at (205) 391-2360.

## CHILD DEVELOPMENT CERTIFICATE PROGRAM

This program is designed to prepare students for employment in preschool programs. Emphasis is placed on developing competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants in public kindergartens or as teachers or directors in private preschool programs. Early Education Required Courses for this program include: Introduction to Child Care; Principles of Child Growth & Development; Creative Experiences for the Preschool Child; Children's Literature and Language Development; Methods & Materials of Teaching Preschool Children; Health, Safety and Nutrition for the Young Child; Program Planning for Young Children; and Supervised Practical Experiences (taken during the last semester). Elective courses include Infant & Toddler Programs, Early Education and the Exceptional Child, and Administration of Programs for Young Children. The Child Development Certificate is a twenty-six (26) semester hour training.

### CHD 100-50 INTRODUCTION TO CHILD CARE

New Campus, Room 2-F 3 credit hours

Registration is handled through regular registration. Instructor: Carolyn

Edwards Thurs. Aug. 21 - Dec. 4 5:30 - 8:30 p.m. Cost: \$130.50

The six functional areas of Child Development Associate (CDA) training will be covered in this course. Learn the role and responsibilities of preschool teachers including maintaining a healthy and safe environment, classroom organization, discipline techniques and strategies. Text: ESSENTIALS FOR CHILD DEVELOP-

MENT, by Carol Brown Phillips.

### CHD 109-50 INFANT AND TODDLER PROGRAMS

New Campus, Room 2-F 3 credit hours

Registration is handled through regular registration. Instructor: Sherry Kirksey

Tues. Aug. 26 - Dec. 9 5:30 - 8:30 p.m. Cost: \$130.50

This course is a survey of the development of children from infancy to thirty months of age with emphasis on planning programs using materials developmentally appropriate for this age child. Text: EARLY CHILDHOOD EXPERIENCES IN LANGUAGE ARTS, 3rd edition by LaVisa Cam Wilson, Linda Dowdle-Watson and Michael A. Watson.

### CHD 103-50 CHILDREN'S LITERATURE AND LANGUAGE

New Campus, Room 2-F 3 credit hours

Registration is handled through regular registration. Instructor: Beverly Cook

Mon. Aug. 25 - Dec. 8 5:30 - 8:30 p.m. Cost: \$130.50

Learn to enhance children's speaking, listening, pre-reading, and writing skills through learning appropriate literature and language arts activities designed to enhance these areas. Schedules, observations, and participation with preschoolers are required. Text: EARLY CHILDHOOD EXPERIENCES IN LANGUAGE ARTS, by Jeanne M. Machado.

**FINANCIAL MATTERS****CEU 172-50 SUCCESSFUL INVESTING & MONEY MANAGEMENT**

New Campus, Room 2-G 3 sessions

Registration is required by September 9, 1997. Instructor: Dean Gambrell, Sr. Tues. Sept. 16 - Sept. 30 6-9:30 p.m. Cost: \$79

This class covers the latest strategies and time-tested investment basics to help you successfully plan your financial future. Topics covered in the course include cash reserves, tax deferred fixed annuities, corporate & municipal bonds, common & preferred stock, mutual funds, 401(k) plans, 405 (b) tax-sheltered annuities, tax-deferred variable annuities, insurance and estate planning, to mention a few. A twenty-eight dollar text is included in the cost of this course. Each workbook contains Microsoft Money 97 trial software which is referred to for demonstration purposes. You may bring your spouse at no additional charge, however only one textbook will be provided. A free consultation is available at the conclusion of this course.

**CEU 235-50 FINANCIAL STRATEGIES FOR A SUCCESSFUL RETIREMENT**

New Campus, Room 2-G 4 sessions

Registration is required by October 2, 1997. Instructor: Dean Gambrell, Sr. Thurs. Oct. 9 - Oct. 30 6-8:30 p.m. Cost: \$79

Retirement is a financial disaster for a majority of Americans. Designed for those 50-67 years of age, this course will prepare you to meet the challenges successfully. Topics included in this course are the seven major objectives of retirement planning, nine reasons people fail to capitalize on their retirement years, putting your dollars to work with compound interest, company retirement plans, pension benefit options, IRA's, savings and cash reserves, tax-deferred annuities, corporate and treasure bonds, nine steps to retirement success, stock, mutual funds, asset allocation, risk management and more. A twenty-eight dollar text is included in the cost of this course. Each workbook contains Microsoft Money 97 trial software which is referred to for demonstration purposes. You may bring your spouse at no additional charge, however only one textbook will be provided. A free consultation is available at the conclusion of this course.

**CEU 276-50 SEVEN SECRETS OF FINANCIAL SUCCESS**

New Campus, Room 2-H 1 session

Registration is required by September 2, 1997. Instructor: Dean Gambrell, Sr.

Tues. Sept. 9 6-9 p.m. Cost: \$45

This class consists of one three-hour session covering the basic principles of personal money management. The mission is to teach participants how to achieve financial success and make educated financial decisions. Portions of the course and workbook are based on *The Seven Secrets of Financial Success* by Jack Root and Doug Mortensen published in 1996 by Irwin Professional Publishing. The seminar also covers the Six Steps of the Financial Planning Process and demonstrates how personal computer programs can help individuals plan and manage their finances. Each workbook contains Money 97 trial software which is referred to for demonstration purposes. Each participant is also entitled to a free personal consultation.

**CEU 274-50 ESTATE PLANNING**

New Campus, Room 2-G 3 sessions

Registration is required by September 11, 1997. Instructor: Kerry J. Grinkmeyer

Thurs. Sept. 18 - Oct. 2 6-8:30 p.m. Cost: \$79

You've worked all your life to accumulate an estate; at your death it can be taxed at rates from 37% to 55%. This workshop will focus on the steps to take to avoid or reduce estate settlement costs. Concentration will be placed on the basics and move through the advanced strategies of estate planning covering the following topics: Wills, Durable Power of Attorney, Gifting, Probate, Living Trust, By-Trust, Charitable Gifting, Charitable Remainder Trust, Family Limited Partnership Trust, and Dynasty Trust. At the conclusion of the course, a private consultation may be arranged at no additional charge.

**CEU 275-50 IRA MANAGEMENT**

New Campus, Room 2-G 3 sessions

Registration is required by October 7, 1997. Instructor: Kerry J. Grinkmeyer

Tues. Oct. 14 - 28 6-8:30 p.m. Cost: \$79

Your IRA is potentially your highest taxed asset both during your life and at your death. It can be exposed to Income Tax, Excise Tax, Estate Tax, and can cause your social security to be taxed. If passed improperly through your estate, your IRA can be taxed up to 76% of its value. With proper planning, most of these taxes can be avoided, postponed or reduced. This workshop will focus on the following strategies designed to manage your IRA: Pre 59 1/2 distributions, Required Minimum Distributions at 70 1/2 (your four options), Passing your IRA to your heirs, IRA Credit Shelter Trusts, Excise Taxes on Excess Distributions, and Spousal Rollovers. At the conclusion of the course, a private consultation may be arranged at no additional charge.

**PERSONAL INTEREST****CEU 236-50 INTRODUCTION TO ANTIQUES**

New Campus, Room 2-E 6 sessions

Registration is required by October 27, 1997. Instructor: Charles Snowden

Mon. Nov. 3 - Dec. 8 6-8:15 p.m. Cost: \$59

This class is designed for those interested in antiques. Covered in the course will be information regarding the identification, purchase, care, repair, appraisal, and insurance of antique furniture as well as a discussion of metals, ceramics, glass, textiles, and paper.

**CEU 124-50 BEGINNING PHOTOGRAPHY**

New Campus, Room 2-E 6 sessions

Registration is required by September 8, 1997. Instructor: Dennis Hall

Mon. Sept. 15 - Oct. 20 6-8:15 p.m. Cost: \$59

You will be introduced to photography including analysis and discussion of photographic equipment and techniques, cameras, lenses, film, filters, light meters, and artificial light sources. Develop your basic technique, visual skills and gain confidence in your photographic ability. Learn to use a video recorder for the best results in home movies.

**CEU 170-50 BEGINNING SOCIAL DANCE**

New Campus, Cafeteria 8 sessions

Registration is required by September 10, 1997. Instructor: Melodie Carr

Tues. Sept. 16 - Nov. 4 7-8 p.m. Max. 18 students Cost: \$49

Basic dances will be taught during this course such as the Fox Trot, Waltz, Jive/Swing, Rumba, Cha-Cha and Tango. A variety of musical selections ranging from classical to rock will be used to accompany the learning of steps.

**CEU 277-50 CHORD STYLE PIANO WORKSHOP**

New Campus, Music Dept. 1 session

Registration is required by October 20, 1997. Instructor: David Haynes

Tues. Oct. 28 6-9 p.m. Cost: \$50

Learning to play the piano need not be a tortuous regimen of scales, exercises, note reading, counting, and theory. It can be a simple matter of taking a few hours to learn how to play the piano the way the pros do with chords. You will be provided a 60-minute cassette tape to assist you in learning to play several songs right away. This is a beginning course in chord piano techniques that will have you playing all of your favorite songs with both hands after this one session. **ABILITY TO READ TREBLE CLEF RECOMMENDED.** A free pamphlet on reading treble clef is available through the instructor. Topics include: how chords work in music; musicians' shortcuts; how to speed read sheet music; how to derive all major, minor and seventh chords; how to handle different keys and time signatures; simple techniques of counting; and how to substitute for 12,000 complex chords. The registration fee includes workbook and 60-minute practice cassette.

**ATTENTION SENIOR LEARNERS**

For your convenience, Shelton State Community College now offers you the choice of three options of classes designed especially for adult students. All of these classes are coordinated through the Division of Continuing Education.

**OPTION ONE: SENIOR SCHOLARSHIP PROGRAM:**

Individuals 60 years of age or older may register for credit classes through the Senior Scholarship Program provided they have not taken the class before and there are at least fifteen traditional students enrolled in the class. Registration for these classes will take place in the Division of Continuing Education on the Skyland Campus on August 19, 1997 from 9 a.m. - 4 p.m. The cost of these courses is \$6 per semester hour. For more information or for clarification, please call Continuing Education, (205) 391-2360.

**OPTION TWO: CONTINUING EDUCATION CLASSES**

A wide variety of non-credit classes is offered through Continuing Education. The cost of each course varies, and information on these courses may be found on pages 17-22 of Shelton State's 1997 Fall Semester Schedule. Nine classes offer a discount to senior students sixty years of age and older. These classes include:

**CEU 108-01 SLIMNASTICS FOR SENIORS**

New Campus Room 164-B Registration is required by August 18, 1997.

Cost: \$20 Max. 40 students

Instructor: Patti Emplaincourt Mon/Wed. Aug. 25 - Dec. 10 8:30 - 9:20 a.m.

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

**CEU 108-02 SLIMNASTICS II FOR SENIORS**

New Campus Room 164-B Registration is required by August 14, 1997.

Cost: \$20 Max. 40 students

Instructor: Patti Emplaincourt Tues/Thurs. Aug. 21 - Dec. 9 9 - 9:50 a.m.

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

**CEU 220-01 WEIGHT TRAINING FOR SENIORS**

New Campus Room 164-A Registration is required by August 18, 1997.

Cost: \$20 Max. 40 students

Instructor: Johnnie Holsonback Mon/Wed. Aug. 25 - Dec. 10 12-1 p.m.

This weight training program is designed especially for seniors to improve overall muscular and cardiovascular strength and endurance. Weight Training also helps prevent osteoporosis.

**CEU 214-50 PERSONAL FITNESS FOR SENIORS**

New Campus Room 164-B Registration is required by August 18, 1997.

Cost: \$20 Max. 40 students

Instructor: Johnnie Holsonback Mon/Wed. Aug. 25 - Dec. 10 3:30 - 4:20 p.m.

This beginning course in fitness is a stretching and strengthening program designed to increase muscular strength, range of motion and mobility.

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**CEU 238-01 SUPER CIRCUIT FOR SENIORS**

New Campus, Room 164-C Registration is required by August 14, 1997.

Cost: \$20 Max. 25 students

Instructor: Patti Emplaincourt Tues/Thur. Aug. 21 - Dec. 9 8 - 8:50 a.m. This is a body toning and aerobic conditioning class using nautilus equipment. It is designed for overall conditioning and muscle development and is a great weight maintenance and osteoporosis prevention program.

**CEU 221-50 LIFE WRITING - AUTOBIOGRAPHY FOR SENIORS**

New Campus, Room CONF 11 10 sessions

Registration is required by September 2, 1997 Cost: \$25

Instructor: Katherine Alexander Tues. Sept. 9 - Nov. 18 2-5 p.m.

No matter who you are, where you were born, or where you live, you have a story to tell. Whether you are 18 or 80 or any age in between, there is no time like the present to write your life story. This is one of the most rewarding and lasting projects you will ever undertake. For fun and value, sign up for this course.

**CEU 236-50 ANTIQUES FOR SENIORS**

New Campus, Room CONF 11 10 sessions Registration is required by

September 10, 1997 Cost: \$25 Instructor: Charles Snowden

Wed. Sept. 17 - Nov. 19 1-2 p.m.

This class is designed for those interested in antiques. Covered in the course will be information regarding the identification, purchase, care, repair, appraisal, and insurance of antique furniture as well as a discussion of metals, ceramics, glass, textiles, and paper.

**CEU 222-50 BASIC: WINDOWS 95 & WORD PROCESSING FOR SENIORS**

New Campus, Room 244-C 8 sessions Max. 18 students 2-4 p.m.

Cost: \$39 Instructor: Anthony Flannigan Thurs. Sept. 18 - Nov. 6

Registration is required by September 11, 1997.

This course will cover basic information in the windows environment including terminology, exploring windows, working with menus, getting online help, managing files and folders, using windows explorer, starting applications and more. Word processing will be introduced to cover the opening, saving, previewing and printing of documents, formatting text, bullets and numbering, fonts, paragraph settings, speller, thesaurus and grammar check. Please bring one 3.5" high density disk.

**CEU 242-01 SHELTON RSVP SINGERS**

New Campus, Room M-7 Registration is required by August 18, 1997.

Instructor: Benny Russell Mon. Aug. 25 - Dec. 8 12 - 1 p.m. Cost: \$25 If you enjoy music and would like to participate in lifting the spirits of others, this course is for you. Each week a rehearsal of favorite songs will be held from 12-1 p.m. with a performance following from 2-3 p.m. at various locations around the community. FOCUS provides transportation for those who would be willing to offer a few volunteer hours in return. Come join the fun!

**OPTION 3: LIFETIME LEARNING INSTITUTE**

FOR A \$10 YEARLY MEMBERSHIP FEE PLUS A \$35 SEMESTER FEE, ADULT STUDENTS MAY TAKE ANY OF THE SELECTED COURSES. There are no formal requirements for membership in the Lifetime Learning Institute other than senior status and an interest in continued learning. Students in the program do not have to hold any special academic or experience requirements. To register for any of these classes which are part of the Lifetime Learning Institute, please refer to the Registration Information at the beginning of the Continuing Education schedule or contact the Continuing Education Division, (205) 391-2360.

As part of Shelton State's community outreach program, a volunteer board of directors oversees the Lifetime Learning Institute. Members of the board are: James Cowden, President; Larry Mund; Jean Snyder; Joyce Ochoa; Bill Jordan; Joyce Lamont; Al Liberis; Dr. Myrtles Green; Jean Hinton; Kelle Lea; Sal Sanfilippo; Milton Collier; Jerry Elmore; Jo Ann Cook; Melford Espey, Jr.; Vicki Baughman; Starr Bloom; R.A. Dennis; Charles Adams; Wallace Lancaster and Allison Park. Representing Shelton State are Fran Viselli and June Hollingsworth.

**COLLEGE FOR LIVING**

College for Living is a multi-disciplinary approach to education for people with developmental disabilities. It provides a continuing education experience for people with developmental disabilities, a service learning experience for degree students and a college response to community needs.

**CEU 258-01 BASIC MATH AND READING**

New Campus, Room 2-G 7 weeks

Registration is required by August 26, 1997. Instructor: Fannie Gray

Tues/Thurs. Sept. 2 - Oct. 16 2-3:30 p.m. Cost: \$65

Session II 7 weeks Tues/Thurs. Oct. 21 - Dec. 4

Registration is required by October 14, 1997. Cost: \$60

This course is designed to teach very basic math and reading for those who have never conquered basic skills. The classes are paced to accommodate the learner. Reading will be taught using a combination of phonics and sight recognition. Supplies needed for the course are included in the course cost. A maximum of twelve (12) students will be enrolled on a first come first serve basis.

**CEU 271-01 RHYTHM & DANCE**

New Campus, Cafeteria 8 weeks

Registration is required by September 2, 1997. Instructor: Melodie Carr

Tues/Thurs. Sept. 9 - Oct. 30 1-2 p.m. Max. 16 students Cost: \$49

This course will help the individual develop rhythm and movement using a variety

**CEU 268-50 BEGINNING GENEALOGY**

New Campus, Room CONF 11 6 sessions

Registration is required by August 27, 1997. Instructor: Dolores R. Allen

Wed. Sept. 3 - Oct. 8 3-4 p.m.

Genealogy, a study on one's family history, is an exciting adventure that will help you search your family heritage. This course will help you to identify and practice tools and techniques to search basic sources and conduct research in a logical sequence. You will learn how to create a written history of your family to be treasured and handed down for generations.

**CEU 269-01 WILDFLOWER WONDERLAND**

New Campus, Room 2-G 2 sessions Registration is required by September 29, 1997.

Instructor: Donna Dickerson Mon. Oct. 6 10-11:30 a.m. or Mon. Oct. 6

2:30 - 4 p.m. and Tues. Oct. 7 10-12 noon

You may choose between two times for a repeat session on Monday. In this special showcase, learn about native wildflowers with an emphasis on home garden use of fall-blooming species. This course will include a visit to a teaching garden on Tuesday, October 7 from 10-12 noon.

**CEU 223-50 CURRENT EVENTS**

New Campus, Room CONF 11 6 sessions

Registration is required by October 9, 1997. Facilitator: Fran Viselli

Thurs. Oct. 16 - Nov. 20 1-2 p.m.

Experts from our community will join each session to provide interesting information and stimulating discussion of current event topics affecting our world today. Topics include changing technology, wars in the world, our Constitution then and now, and more.

**CEU 270-50 BEGINNING DRAWING**

New Campus, Room CONF 11 6 sessions

Registration is required by October 9, 1997. Instructor: Ray Rayfield

Thurs. Oct. 16 - Nov. 20 3-4 p.m. Max. 15 students

Instruction will be provided to develop drawings of 3-dimensional (solid) objects using line and tone (shading). Students will be taught to create realistic representations of everyday objects found in the home and in nature. Perspective, reflections, light and shade, shadows, development of form, composition and pictorial design will be explored. Come join the fun!

**CEU 274-50 BALLROOM DANCING FOR SENIORS**

New Campus, Cafeteria 6 sessions Registration is required by August 28, 1997.

Instructor: Allen Wadsworth and Emma Jean Donald

Thurs. Sept. 4 - Oct. 9 7:30 - 8:30 p.m.

This is a course primarily of Ballroom Dancing, although the Cotton Eyed Joe will be taught just for fun. The two Ballroom Dances to be emphasized are the Waltz and the Triple-step Swing. Although this is an introductory course, dancers with some experience are welcome to participate.

**CEU 255-50 GETTING THE MOST MILEAGE FROM YOUR DOLLAR**

New Campus, Room CONF 11 7 sessions

Registration is required by August 14, 1997.

Instructor: Brock Jones, Tommy Nettles, Bill Tate &amp; Rufus Lewis

Thurs. Aug. 21 - Oct. 2 3-4 p.m.

This course is designed to advise and inform class participants regarding the managing of finances, planning for retirement, investments and legal matters frequently affecting seniors, and available retirement benefits. Topics include bonds and C.D.'s stock, equities, the stock market, mutual funds, estate planning and social security.

of music and rhythm sticks. Very basic dance steps will be introduced as the group progresses.

**CEU 272-01 HOW TO MANAGE YOUR MONEY**

New Campus, Room 2-G 12 sessions

Registration is required by October 13, 1997. Instructor: TBA

Mon/Wed. Oct. 20 - Dec. 1 2-3 p.m. Max. 12 students Cost: \$50

This course will help you to identify the income and costs that you have each week and develop a budget. Time will also be spent helping you to figure what items are really the best buy for the money, and how and where to shop for best buys. Tips will be given for making sure that you keep your spending within your budget.

**CEU 273-01 INDEPENDENT GROOMING - HOW TO DRESS TO "LOOK GOOD"**

New Campus, 2-G 4 sessions

Registration is required by October 6, 1997. Instructor: Jo Ann Cook

Mon. Oct. 13 - Nov. 3 10-11 a.m. Max. 15 students Cost: \$25

Learn to look your best and expand your wardrobe by mixing and matching your clothing. This course is designed to assist the mature adult in gaining self-confidence skills and management techniques that will enable them to enter the job market. Learn how and where to shop to maximize your dollar and determine the difference between wants and needs. Also included will be a winning attitude - building self-confidence, listening to follow instructions, asking for and getting help, being a pleasant person and respecting your fellow workers.

# NEW TIME. NEW WORLD. NEW SHELTON. IMPORTANT FACTS TO REMEMBER THIS SEMESTER

Moving is never easy. It takes a lot of hard work and patience from everyone involved. Shelton is now completing the largest construction project in the state. Our new campus will open this fall. We appreciate your support and understanding during these past months and we apologize for any inconvenience you may have experienced as a result of the move.

We hope you will continue to bear with us as we complete the move. We believe it is very important that the people of West Alabama as well as our students and faculty have the following information concerning Fall Semester at Shelton State Community College.

If you have any questions concerning Shelton State's move to the new campus, please contact the Public Relations Office, (205) 391-2221.

## REGISTRATION INFORMATION

1. **Telephone Registration** for Fall Semester will be July 28-31. Students are advised to register by telephone if at all possible.
2. **Freshman Registration** will be held August 6 on the Skyland Campus.
3. **Freshman Orientation/Pre-advising** will be held at the new campus on Fridays beginning July 11 and continuing through August 1. Freshman orientation will be held from 10 a.m. - 12 p.m. on July 11, 18, 25, and August 1.
4. **Registration for Fall Semester** will be held at the Skyland Campus, August 18 - 19. All classes will begin at the new campus and Fredd Campus August 20.
5. **Drop and Add** will be held August 20, 21, and 22 on the Skyland Campus. Students must attend the first day of class. **STUDENTS WILL NOT BE ABLE TO DROP OR ADD CLASSES AFTER AUGUST 22.** The college will be moving its computer system from August 25 - September 9, and students will not be able to make any changes to their schedules after August 22.
6. While **Shelton's computer system is down**, there will be no refunds. After the computer system is operational on the new campus, student refunds will be made.

## OTHER STUDENT SERVICES

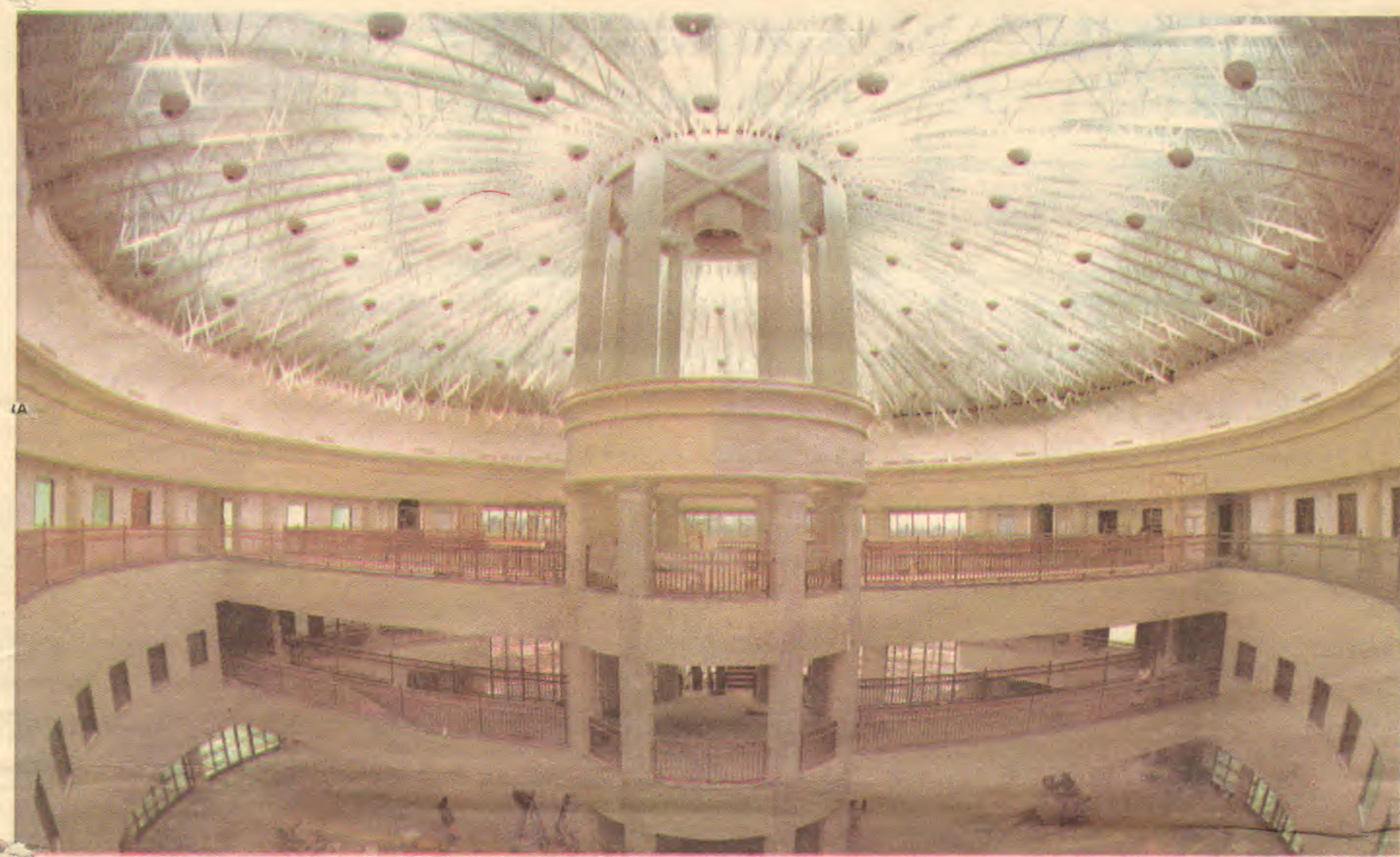
1. **Shelton's Bookstore** will move July 28 to the new facility. The Bookstore will open August 11 at the new campus. The hours for the Bookstore will remain the same: Monday through Friday, 7:30 a.m. - 5 p.m.
2. **All student services**, such as Admissions, Counseling, Financial Aid offices as well as Continuing Education and other administrative offices, will remain on the Skyland Campus until August 22. All offices on the Skyland Campus will be closed after that date.
3. **Shelton State's Library** will move August 8 - 22. The main library on the Skyland Campus will close at 10 p.m. on August 7. Staff members and librarians will not be available to provide assistance after this date. The Library is scheduled to reopen on the new campus on Tuesday, September 2. The book drop will remain on the Skyland Campus until that time. For more information in the Library, call (205) 391-2381 or 391-2308.

## COMMUNICATIONS

1. **Shelton's mailing address** will change August 29. Our new address will be:  
SHELTON STATE COMMUNITY COLLEGE, 9500 OLD GREENSBORO HIGHWAY, TUSCALOOSA, AL. 35405.
2. **Shelton's telephone system** will be down from 12 p.m. on Friday, August 29, until 8 a.m. on Tuesday September 2. The college telephone numbers will remain the same. The telephone number for the college switchboard is (205) 759-1541. The Registration Hot Line number is (205) 391-2293.

## MISCELLANEOUS

1. **Shelton's Child care Center** will move August 4 - 8. The new center will open August 11. For additional information, call 391-2287 or 391-2225.
2. **All offices** on the Fredd Campus will continue operations as usual.



## THE EXPERIENCE OF A LIFETIME

Shelton State will hold all classes, except those scheduled for the Fredd Campus and the Fire College, on the new campus this fall. With the new facility, Shelton State will be ready to help you meet your highest goals. Come join us. Study and train in state-of-the-art classrooms and laboratories. Work with master teachers who can help you build the confidence it takes to succeed. Explore the connections between technology and academics in a truly comprehensive learning environment. The time has come to make your place in the twenty-first century.

Shelton has the tools and knowledge you want for the job. Shelton's technical programs are designed to equip you for the real world of work in a career you can rely on for the future. Our academic courses give you a strong foundation for further study in the arts and sciences, business, education, and the allied health fields. Shelton State also offers a wide range of programs for business and industry, as well as other noncredit courses.

Come visit our new campus and discover the possibilities of Alabama's new flagship community college. No matter what you have your sights set on, Shelton can show you the way.

## FOR A LIFETIME OF LEARNING

Learning is an ongoing process throughout our lives. At Shelton we believe we offer the courses and programs you want, regardless of whether you are 20 or 65 years of age. We offer academic courses, technical programs, training for business and industry, noncredit and continuing education classes, and many other programs.

Please bear with us this summer and fall as we complete our move to our new location at 9500 Old Greensboro Highway in Tuscaloosa. We look forward to serving you in the future.

For additional information concerning this move, please turn to the inside back cover of this 1997 Fall Semester Schedule.

**FOR MORE INFORMATION ON REGISTRATION,  
CALL THE INFORMATION HOT LINE, 391-2293.**